

# STUDENT RESOURCE BOOK

2023-24



**STUDENT RESOURCE BOOK**  
**(2023-24)**  
**Part-I**

**NMIMS (Deemed-to-be)**  
**UNIVERSITY**



## Message from Vice-Chancellor

### *Welcome, and Congratulations on joining NMIMS!*

You have joined an institution that has the legacy of developing some of the most successful professionals and industry leaders.

NMIMS is ranked among India's top universities and awarded global and national accreditations at the highest level. Our School of Business Management is AACSB accredited, and five of our Engineering programs are ABET Accredited. You have joined the University, which has a successful track record of growth. We believe in sustaining the quality of education through our assurance of the learning process and by offering a world-class learning experience. NMIMS strives toward excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition. Our research and industry partnership is comparable to the best in the world.

The four pillars of NMIMS building blocks are: (a) knowledge creation that is relevant and applied, helping Society to know the unknowns, demonstrating leadership and meeting expectations in knowledge creation, and (b) enhancing teaching and learning through "Assurance of Learning" System, (c) making NMIMS known/recognized for its academic excellence and the most preferred institution of learning, and (d) aligning stakeholders and meeting their aspirations. NMIMS aims to work towards these building blocks through a culture of dialogue, collaboration, and mutual trust.

The University's innovativeness is borne by many programs visualized in a value-driven manner. NMIMS has always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at heart, having academic and industry experience, and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS's ethos to develop socially sensitive professionals and live in harmony with the environment.

NMIMS has a facilitative administrative and academic system. The Dean or Director of the Schools or Campus is the voice of NMIMS. There are appropriate channels and structures to respond to student grievances.

The student resource book guides you on university rules and regulations and will help you navigate your journey here at the NMIMS. During your stay at NMIMS, we would like to ensure clarity and transparency in our communication. The Student Resource Book (SRB) has been divided into three parts. Part I comprises University information and rules and regulations that you would need to know. Part II has school-specific details for your effective and smooth interaction with the school, and Part III has annexures. Also listed are facilities provided by the institution.

Please spend some time and go through this information carefully so that you do not miss any opportunity that NMIMS may have to offer you. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

We would also like your support to maintain and enhance the University's image and uphold its values. We value your feedback.

Dr. Ramesh Bhat  
Vice Chancellor

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## Student Guidelines

(With effect from June 2023)

### 1 About these Guidelines:

- 1.1 These guidelines provide norms for the daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2023 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

### 2 General Guidelines:

#### Code of Conduct:

- 2.1 The cleanliness of the premises must be maintained by everyone in the NMIMS at all points in time.
- 2.2 The use of cell phones on campus is **not** permitted. Any student found using a cell phone on campus would be penalized as per the regulations in force from time to time.
- 2.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with regard to administrative facility, faculty, classrooms, etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.5 The mode of Communication with students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.6 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, a duplicate ID card be issued from the school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.7 Students should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID card is a mandatory requirement at NMIMS.
- 2.8 Students must not use the ID card of any other student.
- 2.9 In case a student forgets to carry an ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to [biometricregistration@svkm.ac.in](mailto:biometricregistration@svkm.ac.in)
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense.
- 2.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 2.12 If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action.
- 2.13 Any comments posted in social media, or print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.14 NMIMS has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University, etc. by any student.
- 2.15 University will reserve the right to take action appropriately.
- 2.16 In case of Lecture Cancellation, the course coordinator will inform said changes to class representatives/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.17 Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Board for his/her presentation, he/she must make a prior booking through the course coordinator. Portable LCDs if required are allotted on a first come first serve basis.

CODE OF CONDUCT	LINE OF ACTION
<b><u>Alcohol and Other Drugs</u></b>  The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using differently from the prescribed use or by someone other than the person for whom it was prescribed.	a. Suspension from attending college pending an enquiry.  b. Rustication from the school / campus / hostel
<b><u>Assault, Endangerment or Infliction of Physical Harm</u></b>  Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.	Suspension from attending college pending an enquiry.
<b><u>Banners, Chalking and Posters</u></b>  Defacing of Campus property by means of Banners, Chalking and Posters.	Severe disciplinary action will be taken.
<b><u>Bullying, Intimidation, and Stalking</u></b>  <b>Bullying.</b> Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.  <b>Intimidation.</b> Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.  <b>Stalking.</b> Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	a. Suspension from attending college pending enquiry.  b. Any person resorting to such an act will amount to ragging and appropriate action will be taken.
<b><u>Discrimination, Including Harassment, Based On a Protected Class</u></b>  Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.	a. Suspension from attending college pending enquiry.  b. Rustication from the school / campus / hostel
<b><u>Disorderly Conduct</u></b>  Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.  <b>1</b> Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; <b>2</b> Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	Abstain from attendance for the effective lecture / event.
<b><u>False Representation</u></b>  Provide false information or make a misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).	a. Suspension from attending college pending enquiry.  b. Rustication from the school / campus / hostel

<b><u>Fire Safety</u></b>	
Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
<b><u>Theft, Vandalism, or Property Damage</u></b>	
Theft, negligent, intentional, or accidental damage to personal or school property	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
<b><u>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services</u></b>	
Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
<b><u>Weapons and Fireworks</u></b>	
Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
Possession or use of fireworks, dangerous devices, chemicals, or explosives	

## 2.18 Discipline Norms and Penalty:

- 2.18.1 A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises the Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.18.2 The woman Grievance Redressal committee constituted in each school comprises the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.18.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offense. Students not meeting attendance requirements will be punished depending on the gravity of the act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further after enquiry confirmation, the student's name will be struck off from the roll of the University.
- 2.18.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.18.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.18.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on the gravity of the Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

## 2.19 Dress Code:

NMIMS's visitors include corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

Students are required to be dressed decently (Half pants, shorts, short skirts, and bathroom slippers are not allowed).

For all functions of the School/ University, including Guest lectures, seminars and conferences students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

## 2.20 **Punctuality**

- 2.20.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter the classroom.
- 2.20.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. A record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism in events for which attendance is compulsory will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.20.3 Students are required to be in the city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- 2.20.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

## 3.0 **Attendance and leave of absence guidelines for all students:**

### 3.1 **Attendance Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with the concerned faculty within the appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance reports of all the students would be displayed on the notice board / Student Portal on a monthly basis. If a student has any issue or finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of the attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For all absences, prior intimation through a prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator preferably by email within 24 hours of the absence. Any absence without written intimation will be treated as unapproved and will be reflected in the records as such.
- 3.1.4 It is the sole responsibility of the student to confirm his / her email Id and parent's email Id with the school academic office.
- 3.1.5 Parents of the students shall be intimated with the attendance record of their ward if the student has less than 80% attendance monthly through email/SMS. Students have to notify the office in case of a change of any contact information of parents. Parents may be called to the school to discuss the consequences of remaining absent.
- 3.1.6 Students must refrain from approaching the visiting and full-time faculty members for attendance related issues and exemptions. They must apply to the concerned coordinator for necessary approvals.
- 3.1.7 If the student remains absent due to any medical issues he / she should submit a medical certificate along with a copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.8 Final attendance of the Trimester/Semester will be published on Student Portal / Notice board after the end of the session. If the student has any issues regarding attendance will notify the Dean/Director of campus in writing. Dean/Director will ensure data is factual and act accordingly.



### 3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject/course is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. relaxation with respect to absence up to 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on a case to case basis by the Dean/Director of the respective school by giving them an individual hearing. After giving a hearing the, Dean/Directors of the respective schools may give them exemptions up to 10% on case to case basis to enable them to reach up to 80%. Such students will be eligible to appear for the regular term end examination, subject to the approval of exemption from attendance from the Dean of the respective School / Director of the respective campus.
- 3.2.4 After giving a 10% exemption by the respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in the same year of the study / program of the subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Attendance requirements are summarised hereunder:  
100% Attendance in each subject is required.

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 80%	Dean/Director of the respective Schools may give exemptions up to 10% on case to case basis by giving them an individual hearing. Such students will be eligible to appear for the regular term end examination, subject to the approval of exemption from attendance from the Dean / Director of the respective School / Campus.
Below 70%	Have to take re-admission in the same year of study in the subsequent academic year

- 3.2.6 Any genuine and exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to a committee constituted at the University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed about the final decision of the University by the respective Dean/Director of the respective campus.

## 4. Academic Guidelines

### 4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a program. This includes classroom lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the curriculum. The details are as follows:

**Trimester Pattern:** For trimester pattern programs the credit specifications are as follows:

Details	Credit	Equivalence in hours in 10 weeks of Trimester
Theory Courses	1 credit	10 hrs.
Lab/Tutorial/Group/Presentation work	1 credit	20 hrs.
Seminar (subject to schedule throughout trimester)	1 credit	20 hrs.
Project work	1 credit	20 hrs.
Internship	1 credit	40 hrs.
Research paper/ dissertation	1 credit	20 hrs.

**Semester Pattern:** For Semester pattern programs the credit specifications are as follows:

Details	Credit	Equivalence in Hours in 15 weeks of Semester
Theory Courses	1 credit	15 hrs.
Laboratory Course / Studio activities	1 credit	30 hrs.
Tutorial Courses (Applicable for Technical Schools only)	1 credit	15 hrs.
Workshop-based activities *	1 credit	30 hrs.
Seminar / Group Discussion (Subject to schedule throughout the semester)	1 credit	15 hrs.
Project work & Dissertation	1 credit	30 hrs.
Internship (Max of six credits per semester)	1 credit	30 hrs. per week
Field-based Learning/Practices / Projects	1 credit	30 hrs.
Community Engagement and Service #	1 credit	30 hrs.

**\*Workshop-based activities:** Courses involving workshop-based activities require the engagement of students in hands-on activities related to work/vocation or professional practice. Every student is engaged in performing a skill-based activity related to specific learning outcome(s).

**# Community Engagement and Service:** The Curricular component will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 30 hrs of contact time per credit in a semester along with 15 hrs of activities such as preparation for community engagement and service, preparation of reports, etc., and independent reading and study. Thus, the total learner engaged time would be 180 hours for a 4-credit course.

**4.2 Internal Evaluation:** The broad components of evaluation for any course/subject may be as indicated below. The total marks for each course with a maximum that can be assigned for each component will be as per the specific requirements of school.

- 4.2.1 Mid-Term Test / Lab Work / Term Work
- 4.2.2 Class participation/ Viva / presentation / Project work
- 4.2.3 Quiz / Assignments / Case Study / Group Discussion

**4.3** Every course should have at least 3-4 evaluation components. The components of ICA for respective subjects should be spelled out at the start of the trimester / semester. The approximate time of conduct of these individual components needs to be spread across the full trimester / semester.

**4.4** It is the sole responsibility of the student to bring to notice any discrepancy in internal marks as soon as it is shared with them. Any changes in submitted ICA marks (after the respective teacher submitted the Dean/Director through HOD / Area chairperson) needs to have special permission and approval from the Dean/Director of the School/Campus.

**Kindly refer to Part II for school specific criteria, if any.**

- 4.5 Term End examination is a compulsory component. The mode of the Term End Examination will depend on Course Learning Outcomes.
  - 4.6 Duration of examination
    - 4.6.1 Minimum duration of Mid -Term Examinations: 1 hr.
    - 4.6.2 Minimum duration of End-Term Examinations: 2 hrs.
    - 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.
  - 4.7 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.
  - 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirements of school/program). The Faculty has the flexibility to formulate and implement an evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before the commencement of course delivery.
  - 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
  - 4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of the total number of students registered in that particular elective courses.
  - 4.11 **Project Guidelines:**
    - 4.11.1 From time to time Faculty may assign projects to students in their courses.
    - 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, the worldwide web, etc. Similarity index / plagiarism is a serious offense, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered misconduct in terms of NMIMS policies and will be dealt with as per the rules of NMIMS.
    - 4.11.3 All policies regarding confidentiality and discipline need to be adhered to by the student.
- For more details on Academic / Project guidelines, refer Part II for school specific inputs.**

## 5. Interdisciplinary Offerings (Applicable for Mumbai campus only): –

The interdisciplinary approach of selection of courses across different streams enables students to get knowledge of other domains. It is applicable for a Master's level program or final year of 4/5 years' programs. The interdisciplinary courses will be offered in two sessions as Fall Session (II week of July – III week of Nov) and Winter Session (I week of January – III week of March). The students from all schools are allowed to choose a maximum of 2 courses, 1 course from the fall session and 1 course from the winter session. Students may opt for the course from the bouquet of courses offered as an additional credit course or in lieu of any courses offered by the home school. The details of the courses offered and registration /date will be intimated to the students by the Home school (The students admitted to this school). The students have to register through the Students portal only.

## 6. CHOICE BASED CREDIT SYSTEM (CBCS) (Applicable for Mumbai campus only): -

The CBCS offering is a concept, which is in line with the international academic system. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their Schools. The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course. The CBCS offerings of courses will be opted from a UG Program to a UG program and PG Program to PG Program across all schools where the grading system is the same. The UG students of 1<sup>st</sup> year and PG students of Term I of 1<sup>st</sup> year are not eligible to opt CBCS courses. Students studying in the school where the teaching/exam scheme is governed by a statutory body can take only extra credit courses.

## 7. Examination Guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under the Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations.

### 7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and Student No.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will be required to seek written approval from the Dean/Director of the respective school / Campus or person nominated by the Dean/Director to allow to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3 Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4 Students, who are not in their seats by the time notified, will not, be permitted to appear for the examination.
- 7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7 Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.
- 7.1.8 Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 7.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 7.1.11 **On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**
- 7.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 7.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, smart watch, earbuds, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated **University reserves the right to keep such material in its custody till the time investigation into alleged violation of rule/malpractice is completed.** (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15 The answer books of the term-end examinations are Bar coded / QR coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and

appropriate action will be taken against such candidate/s.

7.1.18 Students should not write anything on the question-paper.

7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.

7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

7.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

## 7.2 **Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS**

7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

## 7.3 **In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:**

a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.

b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.

7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

7.3.6 The said student will sit in a separate room under supervision.

## 7.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**

7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

## 7.5 **Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:**

7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -



Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal

19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.
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\*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory/Viva/Practical examination, but does not include performance at internal continuous assessment/ term work, project work with its term work.)

- 7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- 7.5.4 **If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.**

#### **Practical/Dissertation/Project Report Examination:**

- 7.5.5 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the punishment provided for the theory examination.**
- 7.5.6 **The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.**

### **7.6 Examination Grievance Redressal Mechanism**

#### **(Providing Photo copies to the candidates and Revaluation)**

The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:

- 7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
- OR**
- Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on ‘student portal’, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Date of Declaration of Result Example: 17<sup>th</sup> October</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 <sup>th</sup> October
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 <sup>th</sup> October
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 <sup>th</sup> October (This will be immediate on application)
Application for Re-valuation of the answer book/s	<b>Within 3 days from the date of result declaration including holidays</b>	Example: 20 <sup>th</sup> October

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
  - 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
  - 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
  - 7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s on the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

- 7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.
- 7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- 7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- 7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
  - 7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
  - 7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

7.6.17 The outcome of Revaluation process shall be final and binding on student.

**Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.**

**(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).**

## **8. Policy on Award / Prizes and Dean's / Director's list:**

- 8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 8.3 For the above purpose, count of students at the final year of the programme will be considered.
- 8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 8.5 Rankings would always be decided at University level.
- 8.6 Students should have passed all examinations in single attempt.
- 8.7 Lateral admission cases may be considered for ranking purpose
- 8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
- 8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.

## **8.10 Dean's/ Director's List:**

- 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
- 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

## **9. Guidelines for Scholarships:**

- 9.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise).
- 9.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 9.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 9.4 Certificate of merit to be given by Dean at school level.
- 9.5 The students of NMIMS can avail national scholarship under the below mentioned schemes.
  - Central Sector Scheme of Scholarships for College and University students - Department Of Higher Education
  - Merit-Cum-Means Scholarship For Professional And Technical Courses Cs - Ministry Of Minority Affairs
  - Post Matric Scholarship Schemes Minorities CS - Ministry Of Minority Affairs
  - Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles
 All the scholarships offered by UGC are available for students to apply.
- 9.6 A student who wish to apply for scholarship will have to go through school academic office.

## **10. Guidelines for Admission Cancellation / Payment of fees / Academic Break / Re-admission/ Submission of Documents / Admission Deferment**

### **10.1 Admission Cancellation procedure:**

For cancellation of admission, the student needs to apply online the application for cancellation of his / her seat along with original fee receipt and cancelled cheque to the admission department (if cancellation is before commencement of the programme).

- The First year candidates who have paid the fees for the academic year can withdraw the admission and be eligible for refund as per the NMIMS refund policy informed and agreed upon during the admission process.
- The student who wishes to withdraw admission should fill the application form using the url <https://nmims.edu/admission-cancellation> available on our website nmims.edu. Withdrawal request can be applied only through this link.
- Request before commencement: the admission department will process the document with the necessary approvals.
- Request post the commencement: the candidate will have to get the Clearance /No dues from all the concerned departments of the School.
- Once the process is completed, the refund of the fees (if applicable) shall be processed.
- Refund of fees, if any, will be credited to the bank account details provided by the applicant in the application. If any dues are to be collected, that will be deducted before a refund of the fees.

**The Schedule of Refund Rules:** If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the five-tier system given below for the refund of fees\* remitted by the student.

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more <b>before</b> the formally-notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally-notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally-notified last date of admission

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Note: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

## 10.2 Payment of fees:

- 10.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 10.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.

## 10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

After commencement of any programme, if a student wants to take a break for certain valid reason, then he / she can do so as per the following norms :

- i. The academic break can be granted to any student by respective Dean/Director of School/campus.
- ii. The maximum period for an academic break is one year only. (in executive programmes is upto two years). This will be allowed subject to Deans approval.

### **10.3.1 Eligibility for Academic Break:**

Academic break can be granted to any student for any of the following reasons:

- a. Serious personal medical reasons involving hospitalization, if required and supported by documents.
- b. Serious 'family' related issues.
- c. Financial constraints.
- d. In executive programme, temporary transfer to other country / city or Financial crisis/Maternity/ shift of duties/additional assignments at the work place .
- e. The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.

- 10.3.2 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.

- 10.3.3 **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.

- a. If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- b. If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.



- c. If a student has approval for an academic break on health grounds and has less than 20% attendance, the 25% fee for re-admission could be waived off as the student has not availed any facility of the institute and has not attended classes due to health reasons. The school may forward such cases to the VC office for approval.

Academic break	Fees to be paid at the time of admission after the academic break
<ul style="list-style-type: none"> <li>Informed before the commencement of the academic year.</li> </ul>	100% total fee prevalent.
<ul style="list-style-type: none"> <li>Informed after commencement, not attended classes and fees not paid.</li> </ul>	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> <li>Informed during the semester / trimester fees not paid for the current year.</li> </ul>	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> <li>Informed during the academic year and fees paid for that year.</li> </ul>	25% of total fees as readmission fees prevalent that year.

#### 10.4 Re-admission rules:

A student can seek re-admission in the next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that program.

Students can take re-admission in the said year of the program only once. He/she can take re-admission in different years as long as the total period of the program does not exceed the validity period of that program. For example, for MBA the validity period is 4 years and for MBA Tech. it is 7 years, so a student can take re-admission maximum of two times but in different progressive years of the program. Admission to the subsequent years is subject to the maximum duration permissible for completion of the program (in years). Such admissions will be at the student's own risk of non-completion of the program during the maximum permissible duration (in years).

Sr. No.	Duration of the program (in years)	Maximum duration permissible for completion of the program (in years)
1	2 years	4 years
2	3 years	5 years
3	4 years	6 years
4	5 years	7 years
5	6 years	8 years

If a student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective program or any other reason as per academic rules, then the student will not be given a second chance for re-admission. For more details, please refer to **Part II of SRB**.

#### 10.5 Submission of certificates / mark sheets:

A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by the admission department will lead to the cancellation of admission of concerned student and the admission fees will NOT be refunded.

**If a student has submitted documents and discrepancy is found during verification, the admission would be cancelled and fees will be forfeited.**

#### 10.6 Admission Deferment:

The following rules are applicable to all the Schools of NMIMS.

##### 10.6.1 Eligibility for admission Deferment:

Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.

The candidate has to submit an application for 'admission deferment' in admission department **before the commencement** of that program stating the reasons for admission deferment. Admission deferment can be approved only for one year.

##### 10.6.2 Who can apply:

- Serious medical illness.
- Serious family related reasons.
- The candidate is not able to organize funds.
- Candidate's work related commitments, overseas assignments (over 6 months)

The application needs to be submitted to admission department, along with all the supporting documents for 'Admission Deferment' consideration.

An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

**10.6.3 Process for Admission deferment:**

- 10.6.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.
- 10.6.3.2 The admission department will scrutinize all the applications and forward them with comments to the concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 10.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 10.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.6.3.9 Once the program has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

## 11 Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their NMIMS student ID-card, and staff to carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library has no responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library are not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material constitutes a severe offense and may lead to a fine or disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check-in kiosk only.
- 11.13 A fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while the payment is outstanding.
- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, and Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of NMIMS qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For a list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of pandemic precautionary measures.

## 12 Guidelines for the Use of Computing Facilities:

- 12.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites is dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, request to send an email to [ITHelpdesk@nmims.edu](mailto:ITHelpdesk@nmims.edu). We will check the content of the website and found appropriate for access, necessary access will be granted.
- 12.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in the withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 12.3 Internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 12.4 Food and/or beverages are allowed only in the cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted on the Campus premises.
- 12.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises are recorded 24x7.
- 12.6 It is important to note that all SVKM/NMIMS is monitoring the network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by students on the network and use them appropriately.
- 12.7 The students of NMIMS are provided with computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 12.8 The use of NMIMS computing facilities for students' commercial gain is prohibited.
- 12.9 Not to use/install third-party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 12.10 Students residing in college hostels not to touch or tamper with WiFi routers and other network infrastructure installed at hostels. If any such incidents are found, may lead to disciplinary action.
- 12.11 Computer Centre facility will be provided on priority to the students of the concerned programs, where using a Laptop is not compulsory.
- 12.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 12.13 **All students will be given NMIMS email id on Microsoft Office 365** and internet authentication id. They are permitted to access the internet in the computer centre or on their own laptop through this id and password only. Action will be taken against any misuse of the internet and email Id is seen.
- 12.14 Students will get a Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 12.15 Do not provide sensitive personal information (like passwords) over email.
- 12.16 Students will get 1 TB of space in OneDrive to store documents for education purposes.
- 12.17 The use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 12.18 It is the student's responsibility to ensure that the student's activities do not contravene these or any other laws.
- 12.19 Students using personal Laptop or any other devices for accessing campus infrastructure should have updated with the latest operating system (Windows / Mac) and antivirus patches.
- 12.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 12.21 Improper behaviour towards staff will result in disciplinary action.
- 12.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 12.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 12.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 12.25 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 12.26 If any student comes across any security incidents, please contact [reportsecurityincidents@svkm.ac.in](mailto:reportsecurityincidents@svkm.ac.in)
- 12.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of

#### Computing Facilities at NMIMS.

- 12.28 Use only your own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 12.29 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any words spelled completely.
- 12.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 12.31 You should not copy or share other's data resulting in data theft of any kind under the IT Act.
- 12.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 12.33 Request to be placed only for required resources or access rights that you need.
- 12.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 12.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 12.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities nor to any of the accommodation or services associated with them.
- 12.37 Without the permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 12.38 Do not initiate or perpetuate any chain email message. Do report immediately to the 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 12.39 Students do not click on links or attachments from senders that they do not recognize or ask for something which is not regular in nature.
- 12.40 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 12.41 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 12.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 12.43 Never monitor, read and disrupt network traffic inside the campus.
- 12.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 12.45 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 12.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 12.47 You must adhere to the terms and conditions of all license agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 12.48 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege, not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 12.49 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or storing child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, and causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 12.50 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 12.51 Student's requests related to additional Internet Bandwidth requirements for special access to events, a request should reach IT helpdesk minimum 72 hours in advance.
- 12.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 12.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 12.54 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 12.55 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 12.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 12.57 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person.



Failure to cooperate gives that person the right to switch off the workstation that you are using.

- 12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 12.59 Student requests related to additional internet Bandwidth requirements & any IT related special access to any events, a request should reach IT helpdesk a minimum of 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 12.60 Students are not allowed to change the default settings of Desktops/smartboards installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

### 13 Students Portal (Learning Management System):

- 13.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 13.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 13.3 Login Policy: Default User ID is Student's SAP number and the Password will be mailed by the Admin / Course Coordinator
- 13.4 Change Password: Students are recommended to change their password after first login for safe surfing.
- 13.5 Email Update: Users need to change/update their email id & contact number for getting regular notifications.
- 13.6 Course links: Your login will contain only the current trimester/semester course list.
- 13.7 Announcements: Announcements related to the course and other activities are published in the Announcements section.
- 13.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 13.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 13.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online scores will be stored. All types of assessments can be conducted online.
- 13.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table, etc. can be uploaded.
- 13.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 13.13 Examination related content: Results and exam timetable can be made available. Online examination is conducted on the portal. The SAP education exam is conducted online.
- 13.14 Admission Related content: Admission Notices can be published.
- 13.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on the Students Portal.
- 13.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 13.17 Online Similarity Index: Students / Faculty can check the Similarity index through this feature.
- 13.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board, etc. for their Courses.
- 13.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss topics related to their respective courses.
- 13.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 13.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, and notification can be viewed.
- 13.22 Student Service: Students are benefitted from students' portal for Name validations as required for mark sheets, photo upload, railway concession, bonafide certificates, and Letters of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 13.23 Selection of Electives: options are available for MPSTME students to choose Open Electives.

Help – Assistance: mail to [portal\\_app\\_team@svkm.ac.in](mailto:portal_app_team@svkm.ac.in) or phone no: 022 - 42199993

### 14 Feedback Mechanism:

NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:

- 14.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 14.2 Online Feedback through the Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
  - 14.2.1 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
  - 14.2.2 These are open-ended questions in which students can reflect learning and teaching aspects of the course.
  - 14.2.3 NMIMS uses feedback to improve the teaching-learning process proactively.
  - 14.2.4 While sharing the feedback to the faculty members, the student's identity is kept confidential.

## 15 Mentoring Programme / 'Psychologist and a Counsellor':

### 15.1 Mentoring Programme:

Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding the selection of courses, and help identify resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

### 15.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality-based thinking.

**Personal counselling** is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

As normal human beings at any given time in life, we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times, we recommend Personal Counselling.

- i. "I cannot concentrate or focus nor can I sleep, at times, I get so scared that I go blank in my exams!"
- ii. "Since the time he left me, I cannot put my attention to anything I will not be able to live anymore.....can't bear it if she is not in my life!"
- iii. "I have lost my confidence I feel worthless /hopeless; no one loves me. I don't want to live anymore"
- iv. "I feel nobody understands what I am going through..." (People become judgemental instead of understanding and supporting)
- v. "I do not know whom to share my feelings with. Where do I seek help? Who will be able to help me?"

Have you had any of these repetitive thoughts or faced a rejection that you cannot cope with?

Have you reacted very angrily at first and then later realised that reacting to the event was not needed and in the process, you harmed the relations you had with your friends and family? Do you not know what went wrong then? Do you not understand what triggered you?

Just as we would treat a sprain with some ointment, we try to heal our emotional pain independently. When the sprain is not healing, we visit the doctor, and similarly, one sees the counsellor sometimes when we are unable to clear our emotional challenges. The counsellor needs to check how deep your wound is, and usually, you are helped by putting first aid protection (counseling) through therapeutic counseling. Sometimes the injury may have been too deep /chronic, or your trauma could also need psychiatric intervention and give appropriate help.

We may be unaware of our behaviour's implications on others, but it eventually could affect our relations in daily life at home, in class, or at work. When past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings that we need to be aware of. They could again lead to complications and affect our performance, decision making, logical thinking, studies, relationships and career. This continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis and ulcers.

The biggest myth is that being emotional is to be weak, so often, we push all our emotional issues under the blanket and then take up unhealthy habits like smoking, drinking, and substance abuse to avoid sleepless nights. We hope to feel better, which lasts only for a short term. On the other hand, creating long term damage may lead to unhealthy dependency.

NMIMS wants to ensure the holistic development of the students. Therefore, have appointed a team of psychologists and a counsellor.

World Health organisation and the U.S. National Library of Medicine articles:

National Library of Medicine: Psychosomatic disorders in developing countries:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

WHO | Prevention of bullying-related morbidity and mortality:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

**16 Rules for participating in National/International Level Contests:** All contests have to be routed through the Faculty in charge of Student Activity/HOD.

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.
  - GRADE A: National and International level contests of very high repute.
  - GRADE B: National level contests of high repute.
  - GRADE C: Local and National level contests
 The respective school heads will make the classification of a contest in Grades A/B/C.
- 16.3 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.4 **Reimbursements** (Applicable only for National Contest)
  - 16.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
  - 16.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
  - 16.4.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
  - 16.4.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
  - 16.4.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.
- 16.5 **Contest Winners:**

Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

**17 Guidelines for Convocation**

- 17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 17.3 In case any student is found ineligible to receive a degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 17.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

## **18 Roles and Responsibility of Class Representative and Student Council**

### **18.1 Class Representative:**

The Class Representative serves as an important link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:

- i. Serving as the sole point of contact between faculty & students
- ii. Co-ordinating the scheduling of lectures, assignments & formation of groups
- iii. Resolving student grievances
- iv. Relationship building & co-ordinating with CRs from other divisions
- v. CRs cannot cancel / Reschedule lectures directly with Faculty
- vi. Any additional responsibility assigned by school heads.

### **18.2 Student Council:**

#### **NMIMS University Student Council (NUSC)**

The Student Council is the apex student body of the University and has a representation from students across schools and campuses of NMIMS University. The primary objective of the student council body at the University level is to assimilate and integrate students of NMIMS from all the constituents and schools across various campuses in Mumbai and other locations and to provide the students with a platform to harness their creative activities. The NMIMS University Student Council (NUSC) promotes collective and constructive leadership within the student community.

The major roles and responsibilities of the Students Council include:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a University Day, with the intent of executing and planning parallel activities and events across all schools and campuses.
- Organizing a University-level Cultural/ Sports festival, to encourage participation and assimilation for the holistic development of all students.
- Promoting and publishing student success stories on social media platforms and forums to garner responses for the various accolades and accomplishments.
- Organize activities that are in the larger interest of the student community.

From each school/campus two student council representatives will constitute the NMIMS University Student Council (NUSC). The names of representatives are finalized by the Dean/Director/Head of the respective school. The NUSC comprises four core positions, i.e.: President, Vice President, General Secretary, and Treasurer, along with other council members representing schools and campuses across NMIMS University. The Core committee represents and coordinates with the council members for various activities and every academic year is selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

### **18.3 Student Council (School Level)**

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, and Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty /Admin heads of the School & existing Council members. The major roles & responsibilities include:

**18.3.1** To serve as a formal communication channel between the students, faculty and administration.

**18.3.2** To navigate all student-related activities at NMIMS and facilitate a better life on campus.

**18.3.3** To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

**18.3.4** To assist all public relations activities and supervise student publications & newsletters at NMIMS

**18.3.5** All the cell activities have to be routed through the President of the cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.

**18.3.6** Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council have to be informed to the HOD/Dean/Director, well in advance.

**18.3.7** For the major events prior to a formal invitation to be given to all the senior management

**18.3.8** Submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

**For more school specific details, kindly refer to Part II of SRB.**

## **19. Interface with Accounts:**

**19.1** All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of NMIMS that need funding and accounting from NMIMS, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

### **19.2 Re-examination Fees:**

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

### **19.3 Re-Admission fees:**

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

### **19.4 Re-Registration Fees:**

A Diploma student who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees, which shall be determined from time to time and communicated through suitable mechanisms.

### **19.5 Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

- 19.5.1 Please procure the signature of the Hostel in-charge on the receipt.
- 19.5.2 Submit the signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
- 19.5.3 Please attach copy of cancelled cheque for your own account or your parent's account. Same particulars of the bank account to which refund is to be sent are to be mentioned on the Application for Refund form.
- 19.5.4 Please allow a period of 3 weeks for the issue of the Refund.

### **19.6 Library Deposit and Security Deposit Refund:**

Location: Course Coordinator

Procedure:

- 19.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for a refund of Library and Security Deposit
- 19.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

### **19.7 Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

- 19.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to the Accounts Department
- 19.7.2 Please allow a period of a week for issue of receipt



**20. University level: Anti-Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Caste Based Discrimination by SC/ST/OBC students/ Ombudsman.**

**20.1 Ragging:** Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment of the victim. The institute maintains a zero-tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved.

To help students, Committees have been formed at the University level and School level, please refer to Part II of SRB.

Committee members will be modified if there is any change.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year. To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill in the College name followed by SVKM's NMIMS Deemed to be University while filling out the online form. Students can fill out an Undertaking ONLINE at any of the links: [www.amanmovement.org](http://www.amanmovement.org) (OR) [www.antiragging.in](http://www.antiragging.in).

**Anti-Ragging Committees:**

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Ashish Daptardar	Chairperson	Ashish.Daptardar1@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com;	9870458518
7.	Dr. Christine D'Lima	Member (LR-Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
8.	NGO representatives will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	022 42199999
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. Ashish Daptardar	Member	Ashish.Daptardar1@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

**20.2 Women Grievance Redressal Cell:**

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu	022 42355555
5.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Ashish Daptardar, In-charge Registrar	Member Secretary	Ashish.Daptardar1@nmims.edu	022 42355555
7.	NGO Representatives will also be part of this committee			

**20.3 Sexual harassment:** Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order, a committee has been formed to look into all such complaints.

**Internal Complaints Committee:**

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555

4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
5.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Ashish Daptardar, In- charge Registrar	Member Secretary	Ashish.Daptardar1@nmims.edu	022 42355555
7.	NGO Representatives will also be part of this committee			
8.	Ms. Rachna Shetty, Student representative			
9.	Ms. Madhavi Thanvi, Student representative			
10.	Mayurika Dassani, Student representative			

#### 20.4 University Student Grievance Redressal Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Durgambini Patel, Associate Dean, KPMSOL	Member	durgambini.patel@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars (Concerned Department)	Member		
8.	Dr. Ashish Daptardar	Member	Ashish.Daptardar1@nmims.edu	022 42355555

#### 20.5 Caste Based Discrimination by SC/ST/OBC Students:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	022 42355555
2.	Dr. Vinod Malap	Member	Vinod.Malap@nmims.edu	022 42355555
3.	Dr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355555
4.	Mr. Masseh Khatib	Member	Masseh.Khatib@nmims.edu	022 42355555
5.	Ms. Vandana Shegokar	Member	vandana.shegokar@nmims.edu	022 42355555

**20.6 Ombudsman:** The Ombudsman shall exercise the power to hear the grievances of those who are not satisfied with the decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose of cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party. *Justice Abhay Thipsay (Retd. Justice)* has been appointed as Ombudsman at NMIMS University.

For more details, kindly refer AICTE regulations on Ombudsman.

## 21. Safety Guide for Students on Floods, Fire and Earthquakes

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.

The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

### 21.1 Floods: Precautions to be taken in case of Floods are given in Table 1 below.

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> <li>Identify and visit elevated areas in and around the Institute as places of refuge during a flood</li> <li>Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</li> <li>Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation</li> <li>Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre-planned activity or examination or any other important work on that day and try to adjust it on some other day</li> <li>Keep locally available equipment such as ropes, batteries, radio, plastic bottles and cans handy during the rainy season. This can help you to plan your rescue</li> <li>Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate to previously identified elevated areas</li> <li>Your life is most precious. Avoid saving valuables at that moment.</li> <li>Disconnect electrical appliances.</li> <li>Turn off utilities at the main switches or valves if instructed to do so</li> <li>Don't touch electrical equipment if you are wet or standing in water</li> <li>Do not walk through moving water. Six inches of moving water can make you fall</li> <li>If you have to walk in water, walk where the water is not moving</li> <li>Use a stick to check the firmness of the ground in front of you</li> <li>Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage</li> <li>Water may also be electrically charged from underground or downed power lines</li> <li>Listen to the radio for advanced information and advice. Don't spread rumors</li> <li>Move vehicles to the highest ground nearby</li> <li>Do not enter floodwaters by foot if you can avoid it</li> <li>Never wander around a flooded area</li> <li>Drink clean water</li> </ul>	<ul style="list-style-type: none"> <li>Stay away from downed power lines, and report them to Security Officer</li> <li>Leave the Institute / home only when authorities indicate it is safe</li> <li>Stay out of any building if it is surrounded by floodwaters</li> <li>Use extreme caution when entering buildings; there may be hidden damage, particularly on foundations</li> <li>Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.</li> <li>Wear appropriate footwear. Do not use slippers during the rainy season</li> <li>Watch out for loose flooring, holes and dislodged nails</li> <li>Clean and disinfect everything that got wet</li> <li>Discard any food items which may have got wet</li> <li>Inform them about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard</li> <li>First protect yourself and then help others.</li> </ul>

### 21.2 Earthquake: Precautions to be taken in case of earthquakes are displayed in Table 2 below:

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <li>In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.</li> <li>Keep a torch and a mobile handy.</li> <li>Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</li> </ul> <p><b>If you are on the street</b></p> <ul style="list-style-type: none"> <li>Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>Keep calm and obey any instructions you hear after you come out</li> <li>Turn off the water, gas and electricity</li> <li>Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short circuits.</li> <li>If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>Immediately clean up any inflammable products that may have spilled (alcohol, paint etc.).</li> <li>Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>Eat something. You will feel better and more capable of helping others.</li> <li>If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and</li> </ul>

Before Earthquake	During Earthquake	After Earthquake
	<b>If you are driving</b> <ul style="list-style-type: none"> <li>Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> <li>Help people who are injured. Provide them with first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <b>If you are outside</b> <ul style="list-style-type: none"> <li>If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.</li> <li>Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>Keep updating yourself with the latest information on earthquakes through radio or T. V.</li> </ul>

**21.3 Fire:** Precautions to be taken in case of fire are given in Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> <li>Identify the fire hazards and where fires might start, e.g. laboratories, storerooms, kitchens and other such places.</li> <li>Identify all the exit routes of the Institute.</li> <li>Check the adequacy of the firefighting apparatus and its maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Do not panic. Shout for help.</li> <li>Do not run.</li> <li>Do not waste time collecting valuables.</li> <li>Inform the fire brigade about the fire and alert neighbors.</li> <li>If possible, use a fire extinguisher.</li> <li>Do not take shelter in the toilet.</li> <li>Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>Do not use the lift to escape.</li> <li>Use the nearest means of escape and the staircase available.</li> <li>Exit ground level instead of the terrace.</li> <li>Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</li> </ul> <p><b>If trapped or stranded:</b></p> <ul style="list-style-type: none"> <li>Stay close to the floor level.</li> <li>Cover the gaps of the door with any piece of cloth available.</li> <li>Do not jump out of the building.</li> <li>Signal or shout for help.</li> <li>Stop, drop and roll on the ground and cover with a blanket; pour water on the body</li> <li>Dial 101 or 22620 5301 for fire brigade</li> <li>Give the fire officer a detailed address, the nature of the incident and the telephone number from which you are calling. Preferably, use a landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call.</li> <li>Wait for the Fire Brigade to arrive and co-operate with the firefighters.</li> </ul>	<ul style="list-style-type: none"> <li>Don't re-enter or permit anyone to enter the building, unless the fire officials have permitted to enter.</li> </ul>

**22. The list of websites categories that are blocked for use at NMIMS and Hostels owned by NMIMS.**

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion

Sr. No.	Category
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and War Games
30	Games

Sr. No.	Category
31	Peer-to-peer File Sharing
32	Multimedia Download
33	Internet Radio and TV
34	Potential Security Violating
35	Malware
36	Spyware
37	Web Hosting
38	Multimedia Search
39	Audio Search
40	Video Search
41	Spam URL



### 23. NMIMS INFOLINE (for Mumbai Campus)

Agency	Contact Number
<b>Disaster Management Cell of Municipal Corporation of Greater Mumbai</b>	108
<b>Police</b>	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
<b>Ambulance</b>	102 / 1298/1252
<b>Hospitals</b>	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
<b>DOCTORS ON BOARD</b>	
Dr. Pooja Sablok, Ground Floor, Mithibai College	42355909
Dr. Harish Dhuri, Ground Floor, Mithibai College	42355909
<b>Travel Agency</b>	
V-explore	42705205/ 42705255
<b>Hostel (Contact – Mr. Venugopal)</b>	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
<b>Psychologists and Counsellors</b>	
For Mumbai Campus: Psychologists and Counsellors, Ms. Nazneen Raimalwala and Ms. Malvika Rao	
Ms. Nazneen Raimalwala 7 <sup>th</sup> floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email <a href="mailto:Nazneen.raimalwala@nmims.edu">Nazneen.raimalwala@nmims.edu</a>
Ms. Malvika Rao 8 <sup>th</sup> floor faculty area, Cabin:-West-843, NMIMS Mumbai Campus	022-42332218 or email <a href="mailto:Malvika.rao@nmims.edu">Malvika.rao@nmims.edu</a>

## 24. People you should know

### University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice-Chancellor
Dr. Meena Chintamaneni	Pro Vice-Chancellor
Dr. Ashish Daptardar	In-charge Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Dr. Vinod Malap	I/c Joint Director (HR) - SVKM Deputy Registrar (HR)- NMIMS
Ms. Neha Patade	Deputy Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Deputy Director (Technology Solutions)
Ms. Nazneen Raimalwala Ms. Malvika Rao	Counsellor (Psychologist)
<b>Finance &amp; Accounts</b>	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Niti Bhatt	Chief Accountant
<b>Examinations</b>	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

# ANNEXURES

## APPLICATION OF LEAVE OF ABSENCE

**School of.....**  
**(10% additional exemption in attendance)**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Program: \_\_\_\_\_ Trimester/Semester \_\_\_\_\_ Roll No. : \_\_\_\_\_ Div: \_\_\_\_\_

Leave Period: From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days missed: \_\_\_\_\_

Reason: -

I have missed more than 20 % of sessions for the reasons mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB).

**Student's Signature:** \_\_\_\_\_ **Enclosures:** \_\_\_\_\_

To be filled by Students  
**(For Office use)**

Course(s) / subject(s)	No. of Class / hours held during the leave period	Class / Hours attended during the said period	Exemption (s) in hours to be given for above reason	Attendance as of a date before the exemption

\_\_\_\_\_  
 Checked by Course Coordinator (Signature)

\_\_\_\_\_  
 Verified by AR / DR (signature)

\_\_\_\_\_  
 Approved by HOD/Associate Dean/Dean/Director  
**(School can update signatories as per school specifications)**

**SVKM's NMIMS DEEMED-TO-BE-UNIVERSITY  
APPLICATION FORM FOR NMIMS STUDENTS FOR APPLYING FOR  
STUDENT EXCHANGE PROGRAM**

Name of School: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Name of the Program: \_\_\_\_\_

CGPA in the last trimester/semester attended at NMIMS \_\_\_\_\_.

Roll No. \_\_\_\_\_ Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

Passport No. \_\_\_\_\_ Issued at (place) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Parents Name & Address:

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. ( R ) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Name of the place you are interested to go for the student exchange program. Kindly give priority by writing numbers 1,2,3,4 as per your choice. All places and seats are limited and will be offered subject to your performance in the selection process and availability.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. **Any other University as Mentioned in the Mail:** \_\_\_\_\_

Name of the Foreign Language you are acquainted with \_\_\_\_\_

If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student \_\_\_\_\_ Date \_\_\_\_\_

**Enclosure: A hard copy of your CV needs to be attached along with the application form.**



**Annexure 2**

**SVKM'S NMIMS Deemed-to-be-University**  
Vile Parle (W), Mumbai-400056.  
Tel: 022-4235555 / Website: [www.nmims.edu](http://www.nmims.edu)

Photo

**APPLICATION FORM**

(Applicable for incoming students under the Student Exchange program)

**1. Personal Information**

Name of the Student: \_\_\_\_\_  
First name Middle name Last name

Nationality \_\_\_\_\_ Gender ☐ M ☐ F Date of Birth \_\_\_\_\_ (d/m/y)

Passport No. \_\_\_\_\_ Issued at (Place) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local Address \_\_\_\_\_

Address \_\_\_\_\_

PhoneNo. \_\_\_\_\_ Email1. \_\_\_\_\_ Email2. \_\_\_\_\_

**Home University Details:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Website \_\_\_\_\_

University ContactPerson \_\_\_\_\_ EmailID \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Do you have any relatives / friends/ contacts in India? If yes, pl provide the details:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

**Medical Insurance details:**

Insurer \_\_\_\_\_ PolicyNo. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

Any medical problem, which you would like to mention to us \_\_\_\_\_

**2. Educational Qualification (Completed)**

Examination	University / Board	No. of Years of Education	Year of Passing	Percentage / Grade

**3. Details of any aptitude test taken:(GMAT, GRE, TOFEL, SAT, Any other)**

Name of the Test \_\_\_\_\_ Score \_\_\_\_\_ Percentile Score \_\_\_\_\_

**4. Program for which enrolled at a home institution**

Level: Bachelor ☐ Master ☐ Diploma ☐ Any other (Specify name) ☐

Name of the Program \_\_\_\_\_ Duration \_\_\_\_\_

☐☐☐☐☐

Year: First year      Second year      Third Year      Fourth year      Fifth Year

Sr. No.	Name of the subjects already cleared	Grades Obtained	Sr. No.	Name of the subjects already cleared	Grades Obtained
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

### 5. NMIMS Course Choice (Final)

Exchange program at NMIMS for your: Trimester/Semester \_\_\_\_\_ Month \_\_\_\_\_ to \_\_\_\_\_ Year

Courses for Tri/Semester	Courses for Tri/Semester	Courses for Tri/Semester

### 6. Declaration

I \_\_\_\_\_ declare that all information filled by me in this form is correct and I will complete (First name    Middle name    Last name) all the requirements, with full engagement in academic matters, like all other students in the NMIMS Deemed-to-be-University.

I undertake to keep the School informed about details of my all travel outside Mumbai and will abide by the prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student: \_\_\_\_\_ Date \_\_\_\_\_

(Signature of Dean/Director/HOD)  
CC. Director – International Linkages

**APPLICATION FORM – NMIMS EXCHANGE STUDENTS**  
(Applicable for Student Exchange)

**Name of School:** \_\_\_\_\_

Photo

**1. Personal Information**

Name of the Student \_\_\_\_\_ Roll No. \_\_\_\_\_  
First name Middle name Last name

Nationality \_\_\_\_\_ Gender M ☐ F ☐ Date of Birth \_\_\_\_\_ (d/m/y)  
Passport No. \_\_\_\_\_ Issued at ( Place ) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local Address :

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone No \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address:

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone no. ( R ) \_\_\_\_\_ Phone no. ( M ) \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:

Name \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Medical Insurance details :

Insurer \_\_\_\_\_ Policy No. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

Any medical problem, which you would like to mention to us:

Any medication you have been prescribed to take: \_\_\_\_\_

**2. School, Place & Duration for which selected from NMIMS Deemed-to-be University:**

Semester/ Trimester \_\_\_\_\_

Sr. No.	Name of the subjects opted for Exchange Program	Sr. No.	Name of the subjects opted for Exchange Program
1		6	
2		7	
3		8	
4		9	
5		10	



**UNDERTAKING**  
(Applicable for Student Exchange)

To  
SVKM'S NMIMS Deemed-to-be-University  
School of \_\_\_\_\_  
Mumbai

Sub: Travelling to a Foreign University as part of a Foreign exchange program

I, \_\_\_\_\_ student of Full Time \_\_\_\_\_ (Course Name) from  
batch of year \_\_\_\_\_ and Roll No. \_\_\_\_\_ is going for a foreign exchange program in the semester  
\_\_\_\_\_.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to all rules and regulations of the host university. My parents/guardian are informed about the details of the program, the schedule and the code of conduct expected during the stay at the foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfill my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire program.

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Signature of the Parent

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_ (Parents/Guardian)



**Student Exchange Programme (for Visa Office)**

(School Letter Head)

Dated \_\_\_\_\_.

To:

The Visa Section

The Indian High Commission

\_\_\_\_\_ (City)

\_\_\_\_\_ (Country)

Dear Sir/Madam,

This is to certify that Mr/Ms. \_\_\_\_\_, Student of \_\_\_\_\_ (Intl School) has been accepted as an exchange student into Semester/Trimester \_\_\_\_\_ of our prestigious full-time program, \_\_\_\_\_ (Program Name).

The teaching program for Semester/ Trimesters will be held from \_\_\_\_\_ (Date) to \_\_\_\_\_ (Date). The student will be attending classes with other full-time students enrolled in the program and may also undertake some field projects in local companies on a non-remunerative basis.

We would request you to grant \_\_\_\_\_ (Name) the necessary student's visa.

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



## Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated \_\_\_\_\_

To:

The Consul General of \_\_\_\_\_

\_\_\_\_\_ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

This is to certify that Mr/Ms \_\_\_\_\_ is a \_\_\_\_\_ year student of our \_\_\_\_\_ program. She/He has been selected to visit \_\_\_\_\_ (Institute name) at \_\_\_\_\_ (City), \_\_\_\_\_ (Country) campus as an exchange student during the spring/fall semester from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

We have no objection to Ms/Mr. \_\_\_\_\_ visiting \_\_\_\_\_ (Country) and other states/countries in USA/Europe (PI strike). We request you to provide him with the required assistance and process his/her papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



**Application for availing the facility of a Scribe/Writer during Examinations**  
(To be submitted 7 days before the commencement of the Examination)

**For Office use:**

Approved by (Exam. Dept)

Date: \_\_\_\_\_

\_\_\_\_\_  
To,  
The Controller of Examination  
SVKM's NMIMS (Deemed-to-be University)  
Vile Parle (W), Mumbai 400056

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name of the School: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Roll No. \_\_\_\_\_ Student No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Trimester. /Semester: \_\_\_\_\_

Type of Permanent /Temporary Physical Disability / Learning Disability: \_\_\_\_\_

**Permanent /Temporary Physical Disability / Learning Disability**

**Details of Scribe being arranged by the undersigned**

Name of the scribe: \_\_\_\_\_

Educational Qualification (with proof - Identity card of the current academic year): \_\_\_\_\_

Address and Contact No.: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
**Signature of the Student**

\_\_\_\_\_  
**Date**

**Enclosed:** Medical Certificate from a Registered Medical Practitioner with the rubber stamp

**Application for Duplicate Fee Receipt**

Sir/Madam,

Kindly issue me a Duplicate Fee receipt, since I have lost my Original Fee receipt.

Please find the particulars as under:

Fee Receipt: ☐ Year: \_\_\_\_\_ Hostel Fee Receipt: ☐ Year: \_\_\_\_\_

Name: \_\_\_\_\_  
(Surname) (Name) (Middle Name)

Course: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Student Number \_\_\_\_\_ Roll No. \_\_\_\_\_

Thanking You,

Yours Faithfully,

\_\_\_\_\_  
(Student's Signature)

-----

**DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:**

Office Remarks:

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ for Rs.100/-

\_\_\_\_\_  
(Receiver's Signature)



## REFUND FORM

Annexure 8

Date: \_\_\_\_\_

<ul style="list-style-type: none"> <li>Excess Fees</li> <li>Excess Deposit</li> <li>Hostel Deposit</li> </ul> (Please indicate as applicable)	
<ul style="list-style-type: none"> <li>SAP No. / Student No.</li> </ul>	
<ul style="list-style-type: none"> <li>Student's Name</li> </ul>	
<ul style="list-style-type: none"> <li>Student's Address</li> </ul>	
<ul style="list-style-type: none"> <li>Student's contact number</li> </ul>	
<ul style="list-style-type: none"> <li>School Name and Course</li> </ul>	
<ul style="list-style-type: none"> <li>Email ID of the student</li> </ul>	

Particulars of my bank for RTGS of the refundable amount are

Account holder's Name: (Only student or parent's A/c information should be given.)	
Account No.:	
Bank Name:	
Bank Branch:	
IFSC:	
MICR:	

- Copy of Cancelled Cheque attached of the above mentioned Bank account no. (Without a Copy of the cancelled cheque refund will not be processed.)

(Signature of Student)

### Attachments Required

- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt along with a photocopy of Fees Receipt/Deposit Receipt.
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Venugopal.
- Laboratory Deposit Refund
  - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.
  -

**SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Contact No. :( M) \_\_\_\_\_ (R) \_\_\_\_\_ Email Id: \_\_\_\_\_
5. Birth Date: \_\_\_\_\_
6. Date of leaving: \_\_\_\_\_
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student  
Proposes to register his / her name and the  
Name of the course. \_\_\_\_\_
9. Name of the Institution where the  
Student proposes to join \_\_\_\_\_

**DECLARATION BY THE STUDENT**

I hereby declare that I have not applied before for the Migration Certificate.

I further declare that I have not registered myself for any course in any other University other than the one which I am now interested in to register myself as stated in column 7 above.

Date: \_\_\_\_\_

Mumbai 400056

(Signature of the student)

**Note :- Please attach the Photocopy of Final Year Mark sheet & Degree Certificate along with the application.**

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was \_\_\_\_\_  
Issued to him / her before?  
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized \_\_\_\_\_  
State the approximate date and the year when  
It was returned to the Institute for Cancellation.
3. Date on which Migration Certificate was issued \_\_\_\_\_  
By the Institution last attended by the applicant.
4. Other Particulars if necessary: \_\_\_\_\_

The applicant has not been rusticated or debarred by the Institute, and I have no objection to a Migration Certificate being granted to him / her by the Institute.

He / She has been a student of \_\_\_\_\_ since, \_\_\_\_\_, 20  
And left in \_\_\_\_\_ 20 .

I have ascertained and satisfied from the records that no application for a Migration Certificate on behalf of this candidate was made previous to this date.

(Signature of Head of the Dept) \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

---

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Person of In – Charge)

---

INSTRUCTION TO THE STUDENT

\* The Prescribed fee of Rs. 300/- for the Migration Certificate should invariably be sent along with the application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

\* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on weekdays except on Sundays, Bank Holidays.

### Clearance Certificate

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Student SAP No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Programme: \_\_\_\_\_ Semester / Trimester \_\_\_\_\_

Department	Name of the Concerned Person	Signature
	Head of the Dept / Program Chairperson / Program co-ordinator	
Library ( Books )	Librarian / Person In-charge	
Hostel <i>Applicable only for Hostellers</i>	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In-charge	
Admissions	Deputy Registrar (Admission) / or Person In-charge	
Examinations	COE / Deputy COE / Person In-charge	
Accounts	Finance Controller / Additional Finance Controller / Person In-charge	

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



## OFFICE COPY

**Student Undertaking with Respect to the Student Guidelines**

(Submit this form to your Course Coordinator within 7 days from receipt of the Student Resource Book)

I, \_\_\_\_\_ have read the Student Guidelines of SVKM'S NMIMS, School of \_\_\_\_\_ enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of \_\_\_\_\_, NMIMS. I promise to fulfill my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision.

I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant in this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

I understand that if I adopt any unfair means in the admission process and during program, then my admission will be cancelled and all fees paid will be forfeited.

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) \_\_\_\_\_ Student SAP No. \_\_\_\_\_

Roll Number: \_\_\_\_\_ Programme: \_\_\_\_\_

Email ID: \_\_\_\_\_ Contact Nos. \_\_\_\_\_ / \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the parent \_\_\_\_\_ Contact Nos: \_\_\_\_\_ / \_\_\_\_\_

Office No: \_\_\_\_\_ Residence No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent's email ID \_\_\_\_\_

*For Office Use :*

Date of Receipt: \_\_\_\_\_ Signature of Course Coordinator \_\_\_\_\_



**Student Undertaking with respect to the Safety/Code of conduct in Studio/Workshop & Lab**  
(Submit this form to your Program Coordinator within 3 days of School commencement)

I, \_\_\_\_\_ (full name of student) have read the Student Guidelines of SVKM'S NMIMS, School of Design enclosed carefully and have understood its contents and their ramifications.  
I have, in particular, perused Part II of the Student Resource Book (SRB) - 2023 for Studio, Workshop & Lab rules and extended hours of work in school and am aware as to what constitutes safety and am fully aware of the contents. I hereby solemnly swear and undertake that

1. I will not violate any/all of the safety rules mentioned in the Student Resource Book
2. I will not indulge in any behaviour or act that may be constituted as a threat to self/ other by using power/hand tools /or any other machine and will use machine/power tools/other lab/workshop tools /machinery only after fully understanding the working.
3. I will be responsible for any such acts/hurt/injury caused during lab/workshop whilst using power/hand tools /or any other machine/equipment. I will use machine/power tools/other lab/workshop tools /machinery only in the School of Design NMIMS premises under supervision.
4. I take responsibility of the equipment/tool/material issued to me and will abide by the rules of replacement listed in SRB.
5. I also understand that this undertaking is valid till I am a bonafide student of School of Design under the NMIMS University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Date of Birth: (dd/mm/yy) \_\_\_\_\_ Programme: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_

Contact Phone Numbers:

\_\_\_\_\_

Office:	Residence:	Mobile:

*For Office use:*

Date of Receipt:

Signature of Program Coordinator:

**Parent undertaking with respect to consent to work in Studio/Workshop & Lab and Injury to ward during outdoor activities and premises of university**

(Submit this form to your Program Coordinator within 3 days of School commencement)

I, Mr./Mrs./Ms. \_\_\_\_\_ full name of Parent/Guardian)  
father/mother/guardian of \_\_\_\_\_

\_\_\_\_\_ (full name of student) of SVKM'S NMIMS, School of Design enclosed carefully and have understood its contents and their ramifications. I have carefully read and fully understood the provisions of 'safety' in the Studio, Workshop & Lab, out-door activities/ study tours/ picnics/ any activity prescribed by the school and extended hours of work in school, contained in the Student Resource Book.

I have, in particular, perused Part II of the Student Resource Book (SRB) – 2023 for Studio, Workshop & Lab rules inclusive of revisions in the years that the concerned is a student of SoD) as to what constitutes 'Safety'.

I hereby consent my ward to handle any or all of the tools/machines in the School of Design Under the NMIMS University and that I solemnly undertake that I will not hold the School of Design and the NMIMS University or any authority of the School of Design / University responsible for any injury of any nature in the out-door activities/study tours/picnics/any activity prescribed by the school Studio/Workshop & Lab in the School of Design campus/Premises of the NMIMS university and I also understand that this undertaking is valid till my ward is a bonafide student of School of Design under the NMIMS University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth of student: (dd/mm/yy) \_\_\_\_\_ Programme: \_\_\_\_\_

Student's Roll Number: \_\_\_\_\_ Parent's Email ID: \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Numbers:

Office:

Residence:

Mobile:

*For Office Use:*

Date of Receipt:

Signature of Program Coordinator:

**Declaration by Parent/Guardian with respect to health of ward**

(Submit this form to your Program Coordinator within 3 days of School commencement)

I, Mr./Mrs./Ms. _____ (full name of Parent/Guardian) father/mother/guardian of Mr./Mrs./Ms. _____ (full name of student) of the SVKM'S NMIMS School Of Design, hereby declare and state that, my son/daughter is fit and in good health and has no chronic ailments. / is suffering from (mention the medical condition use extra sheet if needed.) since __ / __ / ____ (DD/MM/YYYY). The name, address and mobile number of the current treating doctor is		
Signature: _____ date: _____		
Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(First Name)</span> <span>(Middle Name)</span> <span>(Last Name)</span> </div>		
Date of Birth of student: (dd/mm/yy) _____ Programme: _____		
Student's Roll Number: _____ Parent's Email ID: _____		
Address for Correspondence:		
Contact Phone Numbers: <div style="display: flex; justify-content: space-between;"> <span>Office: _____</span> <span>Residence: _____</span> <span>Mobile: _____</span> </div>		
<i>For Office Use:</i>		
Date of Receipt:		
Signature of Program Coordinator:		

## Annexure 16

Parent undertaking to appoint a guardian for their ward (in case of students living away from parents)  
(Submit this form to your Program Coordinator within 3 days of School commencement)

I / We, Mr./Mrs./Ms. _____ (full name of Parent) father of / mother of / _____ (full name of student) of SVKM'S NMIMS, School of Design appoint Mr / Mrs / Ms _____ _____ whose signature is as below, as the guardian for my ward in my absence/ inability to attend personally.. I hereby authorise Mr /Ms /Mrs _____ to sign / take decisions /attend to any issues that concern my ward, Signature of the parent _____ date: _____ Name: _____ (First Name) (Middle Name) (Last Name) Date of Birth of student: (dd/mm/yy) _____ Programme: _____ Student's Roll Number: _____ Parent's Email ID: _____ Address for Correspondence: _____ _____ _____ Contact Phone Numbers: Office: _____ Residence: _____ Mobile: _____ Name and address of the Guardian: _____ Signature of the Guardian _____ Email ID of the Guardian: _____ Phone number of the Guardian _____ _____ For Office Use: _____ Date of Receipt: _____ Signature of Program Coordinator: _____		
---	--	--

# NMIMS Anthem

We do what's right and not what's easy

We give our best shot each and every time We set the standard

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS

# **Part II**

# **School of Design**



## Message from the Dean

My Dear Students,

It gives me great pleasure to welcome you all to the School of Design at NMIMS, Mumbai.

At the outset, let me congratulate you for making it to the top 35 out of 300 plus aspirants.

You are our 7<sup>th</sup> Batch to pursue B. Des in Humanising Technology (2023-2027).

We are delighted to have you with us and look forward to a fruitful and enriching experience together. You have made a wise decision by choosing to study at our School of Design, which has a rich history of producing some of the finest design professionals in the industry.

Our faculty members are highly experienced and knowledgeable in their respective fields and are dedicated to providing you with the best possible education and guidance. Our state-of-the-art infrastructure and modern facilities are designed to enhance your learning experience and provide you with the tools you need to succeed in the competitive world of design.

We believe in a holistic approach to education and strive to provide a well-rounded experience that not only helps you develop your technical skills but also nurtures your creativity, critical thinking, and problem-solving abilities.

As a student of the School of Design at NMIMS, Mumbai, you will have access to a wide range of resources, including industry collaborations, internships, guest lectures, and workshops. These opportunities will not only help you gain practical experience but also expose you to the latest trends and developments in the field of design.

We encourage you to make the most of your time here and take advantage of all the opportunities that come your way.

This Student Resource Book (SRB) details the program components and the rules of the University to assist your learning here, and hence please read it carefully and understand.

This year we have some additions to the resource book as given below:

- Tips for coping with your new life at the university
- A brief history of the city Mumbai and nearby places of interest.

We look forward to your active participation and enjoy your transformation from a seeker into a design Professional.

Best Wishes!!!

Prof. Dr. Guruprasad Kuppu Rao  
Dean, NMIMS School of Design.

## Content

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## 1. Guidelines

### 1.1 Academic Guidelines: Student Responsibilities:

#### 1.1.1 Timings and Punctuality:

On an average, the School hours are from 8.00 am. to 4.00 pm., these can change as per requirement. The student is expected to be punctual or else forfeit his/her attendance for that session. No late comers are entertained during online classes/ classes or examinations.

School of Design works on a day plan. It is imperative that the student attend the first session from 8.00 am. to 10.00 am., as the decision to give attendance for the partial sessions attended by a student in a day will depend on the faculty who in turn will refer to the session plan of that day. Students attending the post lunch sessions may forfeit their attendance as well.

Student cannot work on other modules assignments in class except those pertaining to the module that is running on that day. If found doing so can be awarded minus marks.

#### 1.1.2 Extended Hours of Work in School:

The students are allowed to work in the studios post college hours, however the following should be adhered to:

- 1.1.2.1 Permission request containing list of students, reason for extended hours should be submitted to the Dean/Director before 3:00 pm, (latest) on the day. All such requests should be recommended by the faculty of the concerned module before seeking Dean / Director's approval
- 1.1.2.2 For extended hours, minimum number of students in one studio or work place shall be five throughout the extended time. As far as possible, smaller groups should accommodate in one place and work.
- 1.1.2.3 One student must take responsibility from each group working beyond class hours. This student will be responsible for the good conduct and maintaining the safety and health of the group as well as equipment handling.
- 1.1.2.4 The students are held responsible for their conduct and wellbeing after class on working hours and the whole time duration in case of holidays.

#### 1.1.3 Attendance Deficiency:

**In continuation to Attendance Guidelines mentioned in point 3 in Part I of this SRB, kindly note the following points with regards to Attendance Deficiency:**

- 1.1.3.1 Students are not entitled automatically to appear for the tests / quizzes / viva voce (aural exam) and any other form of evaluation when prior authorisation has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorised leave during the same. This is subject to the discretionary powers of the Dean/Director, School of Design.
- 1.1.3.2 As all programs conducted by NMIMS School of Design are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional program of studies beyond which they are currently enrolled at NMIMS School of Design.
- 1.1.3.3 Informing/emailing the coordinator/faculty/Dean does not automatically entitle to the grant of leave.
- 1.1.3.4 In case, the students attend competitions/events with prior written permission of the Director then grant of such leaves will be considered at the discretion of the Director only at the semester end.

#### 1.1.4 Submissions and Deadlines:

- 1.1.4.1 Students are required to honor deadlines for submissions of projects, reports, assignments, essays and such other components of ICA to the NMIMS School of Design / University or the faculty concerned.
- 1.1.4.2 Do not approach faculty members and others in the University to change or extend deadlines.
- 1.1.4.3 If assignments are submitted post the deadline but within two days, it will warrant a 'minus 10' marks for that particular submission.
- 1.1.4.4 Digital Assignment submission should be done on Sunday/Wednesday 12.00am midnight and hard copy submission should be done on Monday & Thursday as per mentioned on Assignment Copy unless indicated otherwise by the faculty.
- 1.1.4.5 Assignments of a module submitted two days after the deadline will be considered for evaluation at the end of semester if the student has an in satisfactory performance in that module. In such

cases the evaluation will not be comparable to the other assignments of that particular module which were submitted on time by other students.

**1.1.4.6** All correspondence will be through official institute emails only.

**1.1.4.7** All electronic submissions must be honored. If any student has erroneously deleted an electronic submission of another student, then the student who has deleted the content should bring it to the notice of the concerned faculty and the student in writing to avoid punitive measures as per university rules. This act is liable for punishment at the discretion of the Faculty / Director.

**1.1.4.8** In case a student is absent for any ICA or fail to submit the ICA in Year IV, Semester VII. The student should submit/present on the next date scheduled and will be awarded – 10 in grading of the said assignment.

### **1.1.5 Plagiarism:**

The School of Design would permit redesign or design by evolution. However, if any student/s presents an idea/design/concept, by copying/duplicating/replicating, as one's own, then that student will be reported to the School of Design for appropriate action. However, if any student wants to present an already existing idea/design/concept then the student has to take permission of the author and the permission of the school as a part of data collection and appropriately reference. The write-ups/assignments/homework of any student/s will be reviewed according to the norms of the NMIMS University and checked for plagiarism. In the event that a student/s is/are found to present plagiarised material the university will take appropriate action as in clause

**4.10.2** in Part I of the SRB.

If the assignment is found plagiarised from another student, then both students will be awarded '0' mark. If the assignment is plagiarised otherwise the concerned student will be awarded '0' mark.

The students are supposed to use the plagiarism check software available in the library premises for written assignments and conduct online search for similar design in case of design assignments prior to submissions.

### **1.1.6 Workshop, Studio and Lab Rules:**

The following rules should be adhered to keep student/s safe and facilitate efficient working in the workshop/Labs. NMIMS University procures machines/tools/ equipment from companies that are reputed /recommended to be used by the students as a part of skill development. The machines/tools/equipment are maintained by the School of Design, as recommended by the manufacturer. Periodic checks are conducted to maintain the safety standards and the prescribed condition of the machines/equipment/tools provided in the labs/workshop.

**1.1.6.1** Before a student/s use equipment's/tools/machines or attempt practical work in a workshop, he /she must understand basic safety rules and give an undertaking thereof. At all times in the workshop student/s must listen carefully to the instructor/faculty and adhere to the instructions. Any student/s who is casual and inattentive will be asked to leave by the faculty/instructor present in the workshop.

**1.1.6.2** In such cases, attendance for that session will be forfeited. Students are responsible for reading, understanding and following the safety instructions and rules posted in the labs and alongside the individual machines.

**1.1.6.3** Discipline must be maintained when working in the Workshop and the Labs at all times. The premises of the above should be used under the presence and permission of the Lab Assistant/ In-Charge along with an approval from the module faculty. Reckless behaviour and casual attitude leading towards an accident in the workshop will not be tolerated and action is instituted according to norms of NMIMS University.

**1.1.6.4** Student/s are expected to wear workshop attire whilst in the workshop. Student/s not wearing the workshop attire will not be granted permission to work in the workshop/lab space. In the event that the student is not allowed in the workshop during a session, the attendance for that session will not be marked. Workshop attire for the sake of definition includes: prescribed workshop coat/apron, prescribed safety gear like goggles, mask, gloves etc., prescribed foot wear and any other attire prescribed to practice safe practices in the workshop/labs.

**1.1.6.5** Student/s are not expected to wear loose/flowing clothes to the workshop. However, if a student needs, due to personal/medical reasons to wear loose clothing to the workshop, then prior permission of the faculty/director must be taken in writing.

In such cases, if the permission is granted, then the student is expected to stay away from all moving parts/machines/tools. In the event the permission for wearing loose clothing (due to medical/personal reasons) is not granted by the faculty/Director the student will not be allowed in the workshop. The attendance for that session will not be given.

**1.1.6.6** Bags should not be brought into a workshop and may be placed in the lockers provided in the studios.

**1.1.6.7** The decision to report student/s for non-compliance of safety rules lies with the lab assistant /instructor /faculty/ university personnel. The University and School of Design will take Non-compliance of safety rules very seriously and initiate appropriate action on the student/s violating the safety rules.

**1.1.6.8 In case of Damage to Equipment:**

**1.1.6.8.1** Damage to equipment in class/labs/workshop arising out of mishandling or carelessness by student/s:

The module faculty will bring the instance of mishandling /breakage/misuse, of equipment/material, to the notice of the Faculty In-charge of the respective lab/workshop/studio. On review, if the instance is found genuine by the Lab administration committee, the student/s will be responsible to replace the said equipment/ material/ furniture, as per the specifications provided by the Labs assistant/incharge, in the timeline stated in the communication.

**1.1.6.8.2** Damage to equipment issued to students:

The lab assistant/incharge will bring the instance of mishandling /breakage/misuse of equipment/material, to the notice of the Faculty In-charge of the respective lab. On review, if the instance is found genuine by the Lab administration committee, the student/s will be responsible to replace the said equipment/material/ furniture, as per the specifications provided by the Lab assistant/in charge, in the timeline stated in the communication.

**1.1.6.8.3** Loss of Issued equipment/materials:

The student is responsible to bring to the notice of the lab assistant the loss of equipment/material issued to them and/or to the notice of the Faculty In-charge of the respective lab, at the earliest. The student/s will be responsible to replace the said equipment/material/ furniture, as per the specifications provided by the Lab assistant/incharge in the timeline stated in the communication.

**1.1.7 Using the Rapid Prototyping Facilities:**

**1.1.7.1** Work can only be executed after approval from the Module faculty/Faculty Lab Incharge/Director. Students are required to submit work for approval according to the workflow process put up in the workshop/labs. Only approved work will be considered for the queue for execution.

**1.1.7.2** Approved work will be considered as loaded for the process queue only on the next working day. It is the student's responsibility to ensure they queue their work sufficiently in advance to be able to submit it on time. Execution will be delayed if the workload on any machine is already queued to full capacity.

**1.1.7.3** Last-minute approval for execution will not be considered.

**1.1.7.4** No consumables will be issued to students without approval from Faculty Lab Incharge / Director. Faculty will be available for approval only till 4 pm. Any communication for approvals will only be attended to on the next day after that.

**Note: We cannot issue any consumable material for any students except Aluminium wire.**

**1.1.8 Rules regarding the use of Electronic Gadgets:**

**1.1.8.1** Students will ensure that the computers / laptops / scanner / printer / other electronic or IT infrastructure (including accessories from the Lab) allotted to any student or to the class collectively are not damaged.

- 1.1.8.2** Students will bear the cost of repairs / replacement for careless usages, damages arising due to their neglect or wilful act. In case of loss of any electronic gadget peripherals the respective student who has issued /borrowed the same, will be held responsible.
- 1.1.8.3** In the case of carrying personal electronic gadgets such as cell phones / laptops / other electronic infrastructure, the students are solely responsible for their use and safety. The School will not be responsible for the loss / theft / damage of such personal items.
- 1.1.8.4** Students are strictly not allowed to carry electronic infrastructure provided / issued by the school, outside of the School of Design premises or with themselves.
- 1.1.8.5** Actions as per rules in clause 12.49 in Part 1 of the SRB will be taken against the student found violating the above rules.
- 1.1.8.6** Students are strictly not allowed to use mobile phones in workshop/lab/class while module sessions are in progress. If students are found to be distracted due to the usage of electronic gadgets in class, then the gadget will be temporarily confiscated by the faculty in charge or the lab in charge.
- 1.1.8.7** Dress Code: In addition to Dress Code mentioned in part 2.19 No singlets, trunk tops are allowed with or without jacket, sweater etc. Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed). If a student is not found in appropriate clothing, he/she will be sent home to change and then report back to the class.
- 1.1.9 Rules for Photography/ Videography:**  
All photographs/videos taken or preserved in good faith, by the NMIMS University will be the sole property of NMIMS University which will be used diligently, and it reserves the right to use the same as it deems fit.
- 1.1.10 Consumptions of eatables in classrooms/workshops/labs:**  
Consumption of food, snacks beverages and any kind of eatables (except bottled water) in the classrooms/ workshops/labs during lecture hours is strictly prohibited. Students have to ensure that they do not leave eatables, left outs, used glasses / plates, food packages etc. in the classrooms. These are to be disposed in the dustbin provided for the purpose and keep the classrooms in hygienic condition.
- 1.1.11 Consumption of Alcohol / Drugs and Smoking on premises:**  
Please refer to clause 2.14 in Part 1 of the SRB.
- 1.1.12 Excursions/Trips/Outdoor activities/Events within and outside the University:**  
Students are required to maintain a code of conduct and decorum as prescribed by the NMIMS University that does not harm the interests and values of the institute in any which manner. Strict action will be instituted as prescribed by the NMIMS University against the students found violating this rule. For the matter of clarity this includes damaging property/verbal or physical abuse/sexual harassment/ragging or any other misconduct during excursions/Trips/Outdoor activities/Events within and outside the NMIMS University.
- 1.1.13 Facilities:**  
All facilities listed here under, are to be used as per rules, regulations and procedures of SVKM's NMIMS School of Design, issued from time to time. **Facilities made available are to be considered as privileges and not as rights.**  
  
All students are expected to tidy up their work places/designated area after work. The class/student representative shall be responsible for the students to adhere to 2.2.13.  
The School of Design infrastructure has state of the art equipment, internet enabled and is air-conditioned.
- 1.1.14 Classroom Studio:**  
A studio space dedicated to teaching/ learning during module sessions and working on assignment /projects.State of the art WiFi enabled, Smart-boards equipped studios plus projection facility.
- 1.1.15 Builder Sanctum (Workshop):**  
A workshop space equipped with tools (hand and powered) and machines (hand and powered) to explore, experiment, create and build with various materials for projects/assignments.



**1.1.16 Tinkering Lab:**

A vibrant maker space to explore, experiment and create with the latest technology, products and services which are delivered through technology.

**1.1.17 XR reality Lab:**

The School of Design also houses the XR reality lab with high-end computing machines and state of the art head mounted devices. The School of Design XR reality lab is equipped with HMD's like 'Oculus Rift - Virtual Reality Headset, HTC VIVE, google card board.

**1.1.18 Usability lab (Test Drive):**

It is the only school in India to include a Usability lab (Test Drive) in its facilities to evaluate the solutions designed therein. This facilitates user- centricity and value build in design

**1.1.19 Library and Resource Centre:**

An expanding physical library (R.M.Desai Library) housing classic and latest books and journals is available for use and access to bonafide students of the NMIMS School of Design on the 2<sup>nd</sup> floor of the Usha Pravin Gandhi Building.

**1.1.20 Purchases of Services/Materials for Exhibitions, Workshops and any other authorised event:**

If a student requires any material for an exhibition and workshop or any other authorised event, they should submit a detailed list of items to be purchased to college authority prior to the event with expected budget, proper justification and approval from faculty in charge (event) and Director, School of Design in accordance to the norms of the NMIMS University.

## 1.2 Program Guidelines: Bachelor of Design (Humanising Technology)

### 1.2.1 Structure of the program

**Mode: Full**

**Time**

**Duration: 4**

**Years**

Year	Semester	Focus
I	I & II	Assisted Learning (Foundation Year)
II	III & IV	Assisted Learning (Foundation Year)
III	V & VI	Focused Learning Capsule and Creative Studios with faculty mentoring
IV	VII & VIII	Professionalisation with faculty mentoring

### 1.2.2 Maximum duration permissible for Bachelor of Design (Humanising Technology) program:

In continuation to the re-admission rules explained in Part I of this SRB, the maximum duration permissible for completion of the programme (in years) are mentioned in the table below:

Sr No.	Name of the programme	Duration of the programme (in years)	*Maximum duration permissible for completion the programme (in years)
1	Bachelor of Design (Humanising Technology)	4	6

### 1.2.3 Fundamentals of Program:

The Bachelor of Design program comprises of seven fundamentals that form the basis of the curriculum: These fundamentals are divided into Design Technicals & Design Influencer:

Design Technicals:	Design Influencer:
i. Design Language	i. Design and People
ii. Design Visualisation	ii. Design and Technology
iii. Design Thinking	iii. Design Science
	iv. Design Management

### 1.2.4 In continuation to the Credit Structure mentioned under point 4.1 in Part I of this SRB, please note:

Details	Credit	Total Hours
Lecture (L)	1 Credit	15 hours
Studio(S)	1 Credit	15 hours
Internship	1 Credit	40 hours/week
Project work & Dissertation	1 Credit	30 hours

### 1.3 Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained at 2.18 in Part I of this SRB, thenames of committee members are as follows:

#### 1.3.1 Anti-Ragging Committee of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Prof. Siddhesh Shirsekar	Member	Siddhesh.Shirsekar@nmims.edu	022- 4233 2267
Prof. Sajana Ali	Member	Sajana.Alungalali@nmims.edu	022- 4235 5822
Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com	9870458518
Ms. Sunita Saxena	Parent	Sunita.Saxena@nmims.edu	9819044594
Dr. Christine D'Lima	Lady Representative of Student Council Team	Christine.Dlima@nmims.edu	022 4235 5555
Raah Foundation	NGO representative	sarika@raahfoundation.org	022-24448082

#### 1.3.2 Disciplinary Committee of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Dr. Arundhati Thakurta	Member	arundhati.thakurta@nmims.edu	022- 4233 0304
Prof. Sajana Ali	Member	Sajana.Alungalali@nmims.edu	022- 4235 5822

#### 1.3.3 Women's Grievance Redressal Committee of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Dr. Arundhati Thakurta	Member	arundhati.thakurta@nmims.edu	022- 4233 0304

#### 1.3.4 Collegiate Student Grievance Redressal Committee (CSGRC) of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Dr. Arundhati Thakurta	Member	arundhati.thakurta@nmims.edu	022- 4233 0304
Prof. Siddhesh Shirsekar	Member	Siddhesh.Shirsekar@nmims.edu	022- 4233 2267
Prof. Sajana Alungalali	Member	Sajana.Alungalali@nmims.edu	022- 4233 5822
Ms. Neha Joglekar	Student	NEHA.JOGLEKAR22@nmims.edu.in	9822981925

#### 1.3.5 Departmental Student Grievance Redressal Committee (DSGRC) of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Dr. Asha Ingle	Member	Asha.Ingle@nmims.edu	022- 4233 4051
Prof. Amita Vaidya	Member	Amita.Vaidya@nmims.edu	022- 4233 5721
Ms. Neha Joglekar	Student	NEHA.JOGLEKAR22@nmims.edu.in	9822981925

#### 1.3.6 Institutional Student Grievance Redressal Committee of NMIMS School of Design:

Name	Designation	E mail ID	Contact no.
Dr. Guruprasad Rao	Chairperson	guruprasad.rao@nmims.edu	022- 4235 5820
Prof. Siddhesh Shirsekar	Member	Siddhesh.Shirsekar@nmims.edu	022- 4233 2267
Dr. Arundhati Thakurta	Member	arundhati.thakurta@nmims.edu	022- 4233 0304

## 2. Placement Guidelines

NMIMS is a premier University of the country and the B-school is in existence for over four decades. Over the years it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world. Our alumni occupy senior positions in leading companies across sectors.

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

The corporate world expects students to display high standards of professional knowledge, capability and excellence. Recruiters also look for candidates who are clear about their long-term plans, the sector they want to be and profile they want to undertake.

Placement assistance is offered to students of various programs across Schools & Campuses. The Placement Office facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavour to get companies to offer internships/recruit students. The selection process specified by the company is followed. The PlaceCom - Placement Committee of students is actively involved in the placement activities – contacting/visiting companies located in metros & major cities for placement presentations and also coordinate various activities during the placement processes.

The Placement Office devises placement guidelines that are in the larger interest of the School and students, in consultation with students and faculty.

Students are expected to maintain decorum and abide by the guidelines during placement processes. In the event of non-conformance to the placement guidelines, the School reserves the right to initiate corrective action.

The COVID 19 pandemic has had far-reaching consequences leading to an altogether new world of working for all leading to WFH, virtual internships and virtual selection process.

The Placement process typically involves –

- Batch Preparation
- Pre Placement Talks
- Internships/Projects
- Final Placements

### 2.1 Batch Preparation:

The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- b. Interaction with seniors who have undergone internships in companies.
- c. Assigning seniors or alumni as mentors to guide students.
- d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- e. Guest talks and workshops on various topics from corporates.
- f. Resume building as per guidelines
- g. Soft skills training etc.

**2.1.1** Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

**2.1.2** Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.

**2.1.3** The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

- 2.1.4** Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

## **2.2 Pre-Placement Talk – PPT**

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The company officials invest time and effort to disseminate info and the interactive session will make them feel visiting our campus was worth it. Hence students are requested to participate and ask relevant questions.

## **2.3 Internships/Projects**

- 2.3.1** The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 2.3.2** The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 2.3.3** Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 2.3.4** The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 2.3.5** Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 2.3.6** Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 2.3.7** Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 2.3.8** While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

## **2.4 Final Placements**

- 2.4.1** Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 2.4.2** The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.
- 2.4.3** Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 2.4.4** Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 2.4.5** Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

### 3. Examination Guidelines for passing Bachelor of Design (Internal Continuous Assessment/ Module End Examination/Term End Examination, Passing Criteria, Grading system, Method of Calculation of CGPA, Credit Structure)

#### 3.1 Assessment types:

There are three assessment modes applicable at School of Design:

- 3.1.1** Internal Continual Assessment (ICA): Tests/Assignments/Projects/Essays/Presentations wherein evaluation would be completed during each Semester.
- 3.1.2** Module End Examination: Tests/Assignments/Projects/Essays/Presentations/Jury are conducted and evaluated at the completion of the module in a semester. The same can be evaluated by an Internal or External Examiner.
- 3.1.3** Term End Examination: Assignments/Projects/Essays/Tests/Presentations/Jury are conducted and evaluated at the end of the Semester. The same can be evaluated by an Internal or External Examiner.

#### 3.2 Break up for Internal Continual Evaluation, Module End Examination and Term End Examination:

Sr. No.	Assessment Type	Assessment Mode	Year I & II	Year III & IV
1	Internal Continual Assessment (ICA)	Tests/Submission/Assignments/Projects/Essays/Presentations	60	40
2	Term End Examination (TEE)/Module End Examination (MEE)	Tests/Submission/Assignments/Projects/Essays/Presentations/Jury/Viva	40	60
		<b>Total Marks</b>	100	100

#### 3.3 Semester-end-exam Passing Criteria for each Module:

- 3.3.1** To pass in a particular module in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that module, in the semester end examination.
- 3.3.2** “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- 3.3.3** Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- 3.3.4** A student cannot have more than 2 ‘D’ grades during an academic year. A student having more than 2 ‘D’ grades will not be promoted to the next academic year of the programme. These ‘D’ grades would be computed after re-examination.
- 3.3.5** For modules, which has only Internal Continuous Assessment component, passing will be at 40%.
- 3.3.6** There is no provision for award of grace marks to any student.

#### 3.4 Promotion and Re-admission rules:

- 3.4.1** A student who has passed in all the modules (as per the criteria laid down herein under) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the concerned program. Likewise, a student who has passed in all the modules of Semester III and Semester IV examinations of the second year will be promoted to the third year of the concerned program and so on.
- 3.4.2** A student who passes in all the modules of a particular year of the programme after re-examination (if eligible), will be promoted to the subsequent year of the programme. In case, the student fails even in the re-examination, which is so held, he/ she can appear at the term end re-examination in the subsequent year of the program or **seek readmission for the entire year**. Students who have got “F” grades in 1 or 2 courses and do not want to take readmission are allowed to sit at home and appear for the term end re-examination after paying necessary examination fees. Such students who directly

appear for the term end re-examination, their internal component assessment (ICA) marks will be carried forward to the next academic year and they will be appearing only for the term end examination (TEE). Students also have an option for taking readmission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE.

- 3.4.3** A student who remains absent from Term End/ Module End Examination/s due to any reason in any module shall be awarded 'AB' grade in the module/s in which he/she has remained absent. All such students will be allowed to appear for a re-examination in the said module/s to be conducted immediately after declaration of results of the said regular semester-end examination.
  - 3.4.4** The student are required to apply and pay the prescribed fee/s charged for each module of the re-examination/s before the commencement of the re-examination/s failing which the student/s will not be allowed to appear for the re-examination/s. The fee/s for re-examination/s and re-admission will be decided by the NMIMS University.
  - 3.4.5** In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in Maharashtra State, in whose jurisdiction the application is submitted by the student and not in any other court.
  - 3.4.6** Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Design and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior intimation.
  - 3.4.7** In order to receive the degree, the student will have to pass in all the examinations of all the years.
  - 3.4.8** The fees for re-examinations and re-admission will be decided by the University from time to time.
- 3.5 Opportunity for Passing and Non – fulfilment of Passing Criteria:**
- 3.5.1** A student who has failed to fulfill the passing criteria as given above, will be required to appear for semester-end re-examination which will be conducted immediately after declaration of results of the said regular semester-end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form. Such students who fail to submit the form will not be allowed to appear for the re-examination. A student who has failed to fulfil the passing criteria of Semester I module/s after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II (and so on).
  - 3.5.2** In module that have both an Internal Continual Assessment and Term End/ Module End Examination components, 40 % passing marks are required in both Term End /Module End Examination and in aggregate to pass that module. If a student gets less than the prescribed passing marks (40%) of aggregate marks out of the total marks (that is, Internal Continual Assessment plus assessment of the Term End /Module End Examination) allotted to the module. Such a student shall be given one chance to improve his/her performance to secure the necessary prescribed minimum marks by way of a Term End/Module End Re Examination only. It is the sole responsibility of the student to comply with the above requirement/s on the prescribed date. If he/ she fails to do so, he/ she shall be declared 'failed' in that module. In such cases, he/she will have to take re-admission in the next academic year for the next year of the concerned program. No refund of fees will be entertained.
  - 3.5.3** In modules that have only internal continual assessment component, if a student gets less than the prescribed passing marks (40%) allotted in the internal continual assessment in the said, such a student shall be given one chance to improve his/her performance. The modalities of the internal continual assessment shall be decided by the module faculty and the Dean/ Director of the School of Design. It is the sole responsibility of the student to comply with the above requirement/s before the beginning of Term End/ Module End Examination of that Semester. If he/she fails to do so, he/ she shall be declared 'failed' in that module.
  - 3.5.4** Remedial mentoring would be suggested by the School for all the students who fail to fulfil the passing criteria as mentioned above, before the conduct of the re-examination. Students are expected to take the initiative in such cases.
    - 3.5.4.1** Re admission rules as regards fees would be same in such cases.



### 3.5.5 Progression to the subsequent year of the programme:

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade and/ or not more than 2 D grades in the year after re-examination.

### 3.5.6 General rules:

**3.5.6.1** A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said re- examination will be conducted immediately after the declaration of the result of respective term examination. A student who remains absent in the re-examination would not be able to avail any further re-examination chance.

**3.5.6.2** In order to receive the degree, the student will have to pass in all the examinations of all the years

**3.5.6.3** The fees for re-examinations and re-admission will be decided by the University from time to time.

**3.5.6.4** Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Design and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

**Note:** These rules would be applicable to all the students who are admitted/re-admitted in the academic year 2022-23.

## 3.6 Grading System:

**3.6.1** The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

**3.6.2** 'Letter grades' and corresponding 'grade points' are as under:

Grade	Points	Class interval of marks	
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%
C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

## 3.7 Calculation of GPA (Grade Point Average):

Grade point Average for a term will be computed by dividing, the sum of product of grade point of each course/modules and credit value assigned to each respective course by the sum of credits assigned to all the courses / modules for the related term.

$$\text{GPA} = \frac{\sum \text{CG}}{\sum \text{C}}$$

### 3.8 Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course / module and credit value assigned to each respective course by the sum of credits assigned to all the courses / modules up to and including the related term till date.

$$\text{CGPA} = \frac{\sum CG}{\sum C}$$

Here:

C = Credit value assigned to a course /module

G = Grade point value assigned to a student for course / module corresponding to the letter grade (refer table given)

GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average.

If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester/ trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

#### 4. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY SOFTWARE</b>		<b>RESEARCH DATABASES</b>		<b>FINANCE LAB</b>
1.	Koha	17.	CMIE: Economic Outlook	32.	Bloomberg
	<b>GRAMMAR/PLAGIARISM CHECK SFT.</b>	18.	CMIE: Prowess IQ		<b>SWAYAM / NDL</b>
2.	Grammarly	19.	EViews 8	33.	National Digital Library
3.	Turnitin	20.	ISI Emerging Markets	34.	SWAYAM
	<b>ELECTRONIC JOURNAL DATABASES</b>	21.	SPSS: AMOS	35.	Consortium for Educational Communication (CEC)
4.	EBSCO	22.	STATA		
5.	JSTOR		<b>COMPANY DATABASE</b>		
6.	Co-Design	23.	Capitaline AWS		
7.	Current Science		<b>STATISTICAL DATABASE</b>		
8.	Ergonomics in Design	24.	IndiaStat		
9.	Design and Culture	25.	EPWRF India Time Series		
10.	Design for Health		<b>LAW DATABASES</b>		
11.	The Design Journal	26.	<u>American Journal of International Law</u>		
12.	Design Issue	27.	<u>International Legal Materials</u>		
	<b>ENGINEERING DATABASES</b>	28.	Law & Literature		
13.	DELNET	29.	Live Law		
14.	NPTEL		<b>MARKETING DATABASES</b>		
	<b>E-BOOKS DATABASES</b>	30.	WARC		
15.	E-brary		<b>CASE STUDY DATABASE</b>		
16.	Pearson E-Books	31.	Harvard Business School Publishing		

## 5. Course Structure (2023-24)

### Bachelor of Design (Humanising Technology) Year I

Semester I				Semester II		
Sr. No	Fundamental	Module name	Credits	Fundamental	Module Name	Credits
1	Design Language	Design Drawing	6	Design Language	Form Explorations	6
2	Design Language	Digital Skills 1	4	Design Language	Fundamentals of Photography	4
3	Design Language	Typography	3	Design Visualisation	Communication Design	5
4	Design Visualisation	Design Fundamentals	5	Design Thinking	Design Research	5
5	Design Science	Design Theory	4	Design Science	Introduction to Cognitive Science	2
6	Design & People	Social Anthropology	2	Design & Technology	Creative Coding	4
7	Design Management	Business Communication	2	Research	Research Pathway II	2
8	Research	Research Pathway I	2			
		<b>Total</b>	<b>28</b>		<b>Total</b>	<b>28</b>

### Bachelor of Design (Humanising Technology) Year II

Semester III				Semester IV		
Sr. No	Fundamental	Module name	Credits	Fundamental	Module Name	Credits
1	Design Language	Art of Storytelling	2	Design & Technology	Physical Computing	2
2	Design Language	Narrative Prototyping	3	Design Language	Digital Skills III	2
3	Design Language	Digital Skills II	1	Design Language	Simple Product Design	5
4	Design Language	Interface Design	5	Design Thinking	Usability Testing	4
5	Design Visualisation	Data Visualisation	4	Design Science	Cognitive Ergonomics II	2
6	Design Thinking	Ideation & Prototyping	6	Design & Technology	Interaction Design	5
7	Design Science	Cognitive Ergonomics I	2	Design Management	Business Acumen II	2
8	Design & People	Ethnography	2	Research	Research Pathway III	4
9	Design & Technology	Web Coding	3			
10	Design Management	Business Acumen I	2			
		<b>Total</b>	<b>30</b>		<b>Total</b>	<b>26</b>

### Bachelor of Design (Humanising Technology) Year III

Semester V			Semester VI	
Sr. No	Module name	Credits	Module Name	Credits
1	NGO Internship	4	Immersive Experiences	7
2	Web & Mobile Experiences	6	Data Design	4
3	Connected Experiences	7	Behavioural Design	6
4	Creative Entrepreneurship	4	Intellectual Property Rights for Designers	1
	<b>Total</b>	<b>21</b>	<b>Total</b>	<b>18</b>

### Bachelor of Design (Humanising Technology) Year IV

Semester VII			Semester VIII	
Sr. No	Module name	Credits	Module Name	Credits
1	Research Paper	5	Industry Internship	15
2	Capstone Project	10		
	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

### 5.1.1 Brief description of the Modules listed in the module structure.

- 5.1.1.1 **Design Drawing** develops an understanding of the basic drawing skills that allow students to discover different ways to communicate ideas visually.
- 5.1.1.2 **Digital Skills I** familiarises with the softwares, tools, possibilities to create Digital illustration, photoenhancements and manipulations.
- 5.1.1.3 **Typography** explores the fundamentals of type through the study of letterforms and typographic explorations.
- 5.1.1.4 **Design Fundamentals** examines the elements and principles of design in the applications of visual representations. It will further guide students in understanding the subjectivity and objectivity related to aesthetics.
- 5.1.1.5 **Design Theory** develops creative thinking skills and enriches the understanding of methods and strategies in design practices.
- 5.1.1.6 **Social Anthropology** explores the relevance of understanding the social context of design. Students are introduced to thinking critically about the ideologies behind the construction of objects, spaces and tools used in their daily life.
- 5.1.1.7 **Business Communication** grooms designers in the professional world related to communication and listening skills.
- 5.1.1.8 **Research Pathway I** acquaint students with basic terminologies of research and equip them to develop skills in writing research articles.
- 5.1.1.9 **Form Explorations** encourages material explorations, form generations and building of four dimensional forms by imbibing and utilizing workshop skills.
- 5.1.1.10 **Fundamentals of Photography** introduces the fundamentals of a camera and explores using photography for visual communication and document.
- 5.1.1.11 **Communication Design** outlines the skill and knowledge to create visual designs and narratives for effective communication.
- 5.1.1.12 **Design Research** introduces the tools and mindset to conduct empathy research, in addition takes up the tenets, frameworks to synthesise and define an insightful and indepth problem statement.
- 5.1.1.13 **Introduction to Cognitive Science** aids in understanding the user behavior by deconstructing their mental model with respect to beliefs, attitudes and translates the knowledge in the context of Design research.
- 5.1.1.14 **Creative Coding** focuses on learning essential coding skills and practices through creating procedural and interactive visualizations that form the essential groundwork for further technology applications.
- 5.1.1.15 **Research Pathway II** develops an ability to read, critique and write white papers. It equips the students to understand the importance and use of white papers as well as make them capable of writing white papers using best practices.
- 5.1.1.16 **Art of Storytelling** familiarises with the process and tools of storytelling to create compelling narratives to pitch solutions whilst keeping users at the centre.
- 5.1.1.17 **Narrative Prototyping** develops skills to build minimalistic and efficient storyboards for compelling narrative represented through audio visual media. This skill enables prototyping and walk through of solutions.
- 5.1.1.18 **Digital Skills II** helps to build expertise in using the relevant softwares to generate to industry standard audio visual representations.
- 5.1.1.19 **Interface Design** introduces the design of user interfaces and focusing on improving usability and user experience.
- 5.1.1.20 **Data Visualisation** build skills to decode complexity and represent complex information in simple, efficient visuals.
- 5.1.1.21 **Ideation & Prototyping** familiarize with the process of concept building and introduces the use of various tools, skills and iterative prototyping processes to bring concepts to reality.
- 5.1.1.22 **Cognitive Ergonomics I** prepares the student to recognize the process of user cognition that considers perceptive, affective, and socio-environmental attributes that influence the decision making. This knowledge is applied when crafting effective, user-centric experiences.
- 5.1.1.23 **Ethnography** focuses on the students exploring complex themes of cultural hegemony, power relations, science and knowledge, and the impact of technology in society. Students are guided in conducting their own qualitative ethnographic research.
- 5.1.1.24 **Web Coding** focuses on the interface of coding and hardware with mobile or web applications to see and practice possibilities with design as the focus. It also explores 3D digital software to visualise tangible products.

- 5.1.1.25 Business Acumen I** introduces the elementary concepts of marketing such as market research, trends and forecasting.
- 5.1.1.26 Physical Computing** develops electronic (sensors & proto boards) and coding skills required to prototype interactive interactions with physical objects.
- 5.1.1.27 Digital Skills III** introduces Unity as a tool for prototyping 3D animations, experiences and interactive games.
- 5.1.1.28 Simple Product Design** Introduction to the design and prototyping of a tangible product, considering the principles of physical ergonomics, materials, processes and user needs.
- 5.1.1.29 Usability Testing** deals with the testing of usability factors of solutions to iterate with certainty.
- 5.1.1.30 Cognitive Ergonomics II** enables the students to apply the decision-making strategies and system thinking approach when designing solutions.
  
- 5.1.1.31 Interaction Design** uses concepts and applications in human computer interaction (HCI) to inform the design of interactions while taking into consideration the social, cultural and psychological contexts of users.
- 5.1.1.32 Business Acumen II** uses Business Economics and Finance to understand the dynamics of firms, markets and budgets.
- 5.1.1.33 Research Pathway III** develops an ability to read, understand the structure of research papers. It equips the students to inculcate the best practices of writing research papers and prepare them to develop essential skills to design a scientific research poster.
- 5.1.1.34 NGO Internship** a month-long internship in social design, it facilitates the application of the learnings of the foundation years on field.
- 5.1.1.35 Web and Mobile Experiences** deconstructs the process of the design for web and mobile experiences and gain expertise in UX, UI design, pitching, validation and deployment processes.
- 5.1.1.36 Creative Entrepreneurship** using experiential learning, builds the basic fundamentals of Entrepreneurship. Addresses the process of creating and evaluating a business idea, to plan business generation and craft an effective pitch.
- 5.1.1.37 Connected Experiences** focuses on research, design and prototyping of connected experiences across various sectors with a functional understanding of IoT technology.
- 5.1.1.38 Immersive Experiences** aims to build skills and capabilities to experiment and design contextual virtual experiences as solutions to the problem at hand.
- 5.1.1.39 Data Design** focuses on using complex, real time data to design constructive stories considering core visual ergonomics and decision science.
- 5.1.1.40 Behavioural Design** facilitates the interpretation of the science of human behaviors to design persuasive interventions to systematically and intentionally change behaviors in a physical or a digital world
- 5.1.1.41 Intellectual Property Rights for Designers** imparts relevant knowledge to understand the appropriate legal structures with reference to Designs, Patents, Copyrights and Trademarks.
- 5.1.1.42 Research Paper** will provide an opportunity to construct arguments, and build new knowledge whilst exploring individual interests and convictions as a designer.
- 5.1.1.43 Capstone project** will analyse a real-life-problem and design the solution where in creativity and value creation are in balance. This project will elucidate the skills, rigour, and competencies of a Humanising technology student's.
- 5.1.1.44 Industry Internship** will train the students with the current practice trends as a designer and build on-the-job skills required to successfully work in a professional environment. In addition, opportune an experiential validation of a student's preference to a certain design domain in professional practice.



## 6. Academic Calendar: Bachelor of Design (Humanising Technology)

SVKM's NMIMS				
Academic Calendar for the Academic Year: 2023-24				
School Name: <u>School of Design</u> , Campus: <u>Mumbai</u>				
Program Name: <u>Bachelor of Design (Humanising Technology)</u>				
Details	Semester	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays/ holidays)
Term I (Semester I, III, V, VII)				
Inauguration/ Orientation/ Induction Program	Semester I	1 <sup>st</sup> July 2023 (Sat)	8 <sup>th</sup> July 2023 (Sat)	6
Academic Instruction Duration (Regular classes)	Semester I	10 <sup>th</sup> July 2023 (Mon)	28 <sup>th</sup> October 2023 (Sat)	90
Academic Instruction Duration (Regular classes)	Semester III	26 <sup>th</sup> June 2023 (Mon)	31 <sup>st</sup> October 2023 (Tue)	104
NGO Internship	Semester V	22 <sup>nd</sup> May 2023 (Mon)	24 <sup>th</sup> June 2023 (Sat)	30
Academic Instruction Duration (Regular classes including TEE/MEE)	Semester V	3 <sup>rd</sup> July 2023 (Mon)	25 <sup>th</sup> November 2023 (Sat)	114
Academic Instruction Duration (Regular classes)	Semester VII	26 <sup>th</sup> June 2023 (Mon)	7 <sup>th</sup> October 2023 (Sat)	85
Diwali Vacation		10 <sup>th</sup> November, 2023 (Fri)	16 <sup>th</sup> November 2023 (Thu)	7
Term End Exams	Semester I	3 <sup>rd</sup> November 2023 (Fri)	18 <sup>th</sup> November 2023 (Sat)	8
Term End Exams	Semester III	3 <sup>rd</sup> November 2023 (Fri)	21 <sup>st</sup> November 2023 (Tue)	10
Term End Exams / Module End Exams	Semester V	The TEE/MEE will be conduct at the end of the every course (dates are announced in session)		
Term End Exams / Module End Exams	Semester VII	7 <sup>th</sup> October 2023 (Sat)	21 <sup>st</sup> October 2023 (Sat)	13
Re-Exams	Semester I, Semester III	2 <sup>nd</sup> January 2024 (Tue)	13 <sup>th</sup> January 2024 (Sat)	11
Re-Exams	Semester V, Semester VII	Post 15 days after declaration of results		
Term II (Semester II, IV, VI, VIII)				
Academic Instruction Duration (Regular classes)	Semester II Semester IV	27 <sup>th</sup> November 2023 (Mon)	6 <sup>th</sup> April 2024 (Sat)	104
Academic Instruction Duration (Regular classes including TEE/MEE)	Semester VI	27 <sup>th</sup> November 2023 (Mon)	30 <sup>th</sup> April 2024 (Tue)	122
Industry Internship	Semester VIII	1 <sup>st</sup> November 2023 (Fri)	30 <sup>th</sup> March 2024 (Sat)	114
Winter Vacation		26 <sup>th</sup> December, 2023 (Tue)	01 <sup>st</sup> January, 2024 (Mon)	7

Details	Semester	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays/ holidays)
Term End Exams	Semester II Semester IV	12 <sup>th</sup> April 2024 (Fri)	30 <sup>th</sup> April 2024 (Tue)	16
Term End Exams/ Module End Exams	Semester VI	The TEE/MEE will be conduct at the end of the every module (dates are announced in session)		
Term End Exams/ Module End Exams	Semester VIII	15 <sup>th</sup> March 2024 (Fri)	15 <sup>th</sup> April 2024 (Mon)	23
Re-Exams	Semester II, Semester IV	19 <sup>th</sup> June 2024 (Wed)	29 <sup>th</sup> June 2024 (Sat)	10
Re-Exams	Semester VI, Semester VIII	Post 15 days after declaration of results		

Summer Vacation	For Faculty	8 <sup>th</sup> May 2024 (Wed)	18 <sup>th</sup> June 2024 (Tue)	42
	For Students			
	Semester II Semester VI	1 <sup>st</sup> May 2024 (Wed)	23 <sup>rd</sup> June 2024 (Sun)	54
	Semester IV	1 <sup>st</sup> May 2024 (Wed)	19 <sup>th</sup> May 2024 (Sun)	19
Convocation	Last week of July or first week of August 2024			
Commencement of First Year in next Academic year (AY 2024-25)	Semester I	6 <sup>th</sup> July 2024 (Sat)	-----	

*Pragati Ghugare*  
25/5/23  
Prepared by  
Pragati Ghugare,  
Coordinator

*[Signature]*  
Dr. Guruprasad Koppu Rao  
Dean, School of Design

*On leave*  
Ms. Vandana Kushte  
DR-Academics, NMIMS  
15-24/5

*[Signature]*  
Mr. Ashish Apte  
Controller of Examinations,  
NMIMS

## 7. List of Holidays for the year 2023

### SVKM's NMIMS Deemed to be University

Sr. no.	OCCASION	DATE	DAY
1.	Republic Day	26-Jan-23	Thursday
2.	Holi	07-Mar-23	Tuesday
3.	Gudi Padwa	22-Mar-23	Wednesday
4.	Good Friday	07-Apr-23	Friday
5.	Ramzan-Id	22-Apr-23	Saturday
6.	Maharashtra Day	01-May-23	Monday
7.	Independence Day	15-Aug-23	Tuesday
8.	Gopalkala	07-Sep-23	Thursday
9.	Ganesh Chaturthi	19-Sep-23	Tuesday
10.	Anant Chaturdasi	28-Sep-23	Thursday
11.	Gandhi Jayanti	02-Oct-23	Monday
12.	Dushera	24-Oct-23	Tuesday
13.	Diwali	13-Nov-23	Monday
14.	Diwali (Balipratipada)	14-Nov-23	Tuesday
15.	Diwali (Bhaubeej)	15-Nov-23	Wednesday
16.	Christmas	25-Dec-23	Monday

### Holidays falling on Sunday

1.	New Year	01-Jan-23	Sunday
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Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)

## 8. People you should know

### School Administration

Name	Designation
Dr. Guruprasad Rao	Dean
Ms. Blanche Dias	Placement Executive
Ms. Pragati Ghugare	Course Coordinator
Ms. Vidya Thorat	Course Coordinator
Mr. Abasaheb Padalkar	Workshop Instructor
Mr. Pravin Nikam	Jr. Lab Assistant
Mr. Mani M	Lab Assistant -Combined Workshop

### Full time Faculty

Name	Designation
Dr. Guruprasad Rao	Dean
Prof. Sajana Alungalali	Assistant Professor
Dr. Arundhati Guha Thakurta	Assistant Professor
Prof. Siddhesh Shirsekar	Assistant Professor
Prof. Prem Kumbhar	Lecturer



## Know your City :

# Mumbai



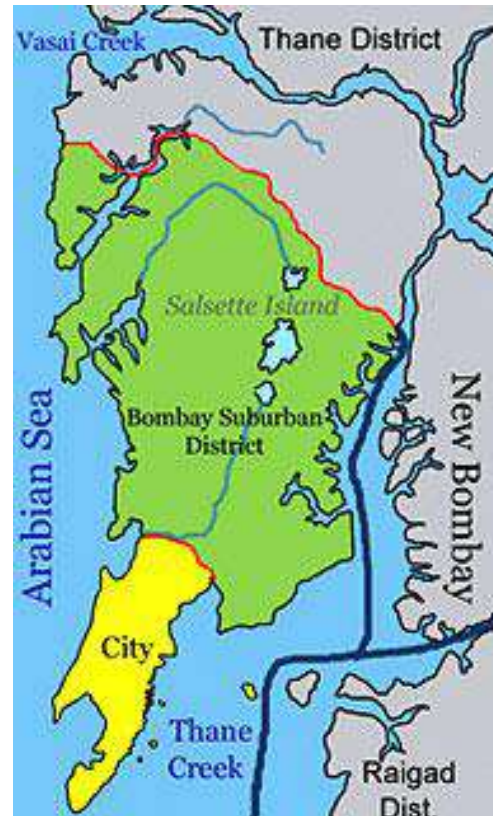
Mumbai is located on the west coast of India and is the capital city of the Indian state of Maharashtra.

Formerly known as Bombay, has a rich and complex history that spans from its colonial origins to its present-day status as a bustling metropolis and economic powerhouse of India. Here is a short write-up on the origins of Mumbai, highlighting its key historical milestones:

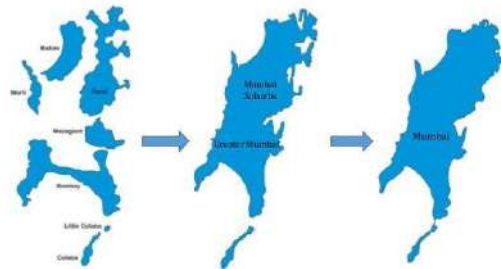
### Colonial Era:

Mumbai's history as a city began during the colonial era. In 1534, the Portuguese, led by Dom João de Castro, captured the seven islands that now constitute Mumbai from the Sultanate of Gujarat. The Portuguese named the area Bom Bahia, meaning "Good Bay," due to its strategic location and natural harbor.

In 1661, as part of a dowry for the marriage between Charles II of England and Catherine of Braganza, Mumbai was transferred to the British East India Company. The British transformed Mumbai into a major trading and administrative center. They fortified the city with defensive walls, built docks and warehouses, and developed a thriving textile industry.



SEVEN ISLANDS TO MUMBAI CITY



### Growth and Development:

During the 19<sup>th</sup> century, Mumbai witnessed significant growth and development. The opening of the Suez Canal in 1869 further enhanced its importance as a global trading hub. The construction of railway lines, such as the Great Indian Peninsula Railway in 1853, facilitated the movement of goods and people, fueling Mumbai's rapid expansion.

Industries such as cotton mills, shipping, banking, and trade flourished, attracting migrants from different parts of India and abroad. The city's population swelled, transforming Mumbai into a cosmopolitan and multicultural center.

## Independence and Post-Independence:

With India's independence in 1947, Mumbai became a part of the newly formed nation. The city played a pivotal role in the struggle for independence, with notable figures like Mahatma Gandhi and Lokmanya Tilak leading movements from Mumbai.

Post-independence, Mumbai continued to grow as a commercial and industrial hub. It witnessed rapid urbanization, leading to the emergence of slums and challenges related to housing, infrastructure, and social inequalities. However, the city also thrived as the center of India's entertainment industry, popularly known as Bollywood.

## Present-Day Mumbai:

Today, Mumbai is a vibrant and diverse city that represents the blend of its historical past and modern aspirations. It is the financial capital of India, housing the headquarters of numerous national and multinational corporations. The city boasts iconic landmarks such as the Gateway of India, Marine Drive, and the Bandra-Worli Sea Link.



Mumbai's urban landscape continues to evolve with ongoing infrastructure projects, high-rise buildings, and modern developments. However, it also faces challenges related to overcrowding, traffic congestion, and social disparities.

Despite these challenges, Mumbai remains a city of dreams, offering opportunities and aspirations to millions of people who seek a better life. It serves as a cultural, commercial, and entertainment hub, reflecting the spirit of resilience, enterprise, and diversity that defines modern-day Mumbai.

Mumbai, the vibrant and bustling metropolis on the western coast of India, offers a wide array of sightseeing attractions that showcase its rich cultural heritage, colonial architecture, bustling markets, and breath-taking waterfront views. Here are some of the must-visit attractions in Mumbai:

## Mumbai Facts:

**Area:** The total area of Mumbai is approximately 603 square kilometers (233 square miles).

**Climate:** Mumbai has a tropical climate with moderate to high humidity throughout the year. The city experiences three major seasons: summer, monsoon, and winter. Summers (March to May) are hot and humid, with temperatures ranging from 25°C to 38°C (77°F to 100°F). Monsoons (June to September) bring heavy rainfall, with occasional flooding. Winters (November to February) are mild and pleasant, with temperatures ranging from 15°C to 30°C (59°F to 86°F).

**Demography:** Mumbai is the most populous city in India and the second-most populous city in the world, with a population of over 20 million people. The city is a melting pot of diverse cultures and religions, with residents from various states of India and different ethnic backgrounds.

**Transportation:** Mumbai has a well-developed transportation network. The city has an extensive local train system known as the Mumbai Suburban Railway, which is the lifeline for millions of commuters. It also has a network of buses operated by the Brihanmumbai Electric Supply and Transport (BEST) undertaking. Taxis, auto-rickshaws, and app-based ride-sharing services like Uber and Ola are also popular means of transportation. The city is served by Chhatrapati Shivaji Maharaj International Airport, which is one of the busiest airports in India.

**Gateway of India:** Located at the waterfront in South Mumbai, the Gateway of India is an iconic landmark and a symbol of the city. Built during the British Raj, this grand arch stands as a reminder of Mumbai's colonial past and offers stunning views of the Arabian Sea.



## Mumbai City's popular places of attraction

**Marine Drive:** Also known as the "Queen's Necklace," Marine Drive is a 3.6-kilometer-long promenade along the Arabian Sea. It is a popular spot for leisurely walks, enjoying panoramic views, and experiencing the vibrant energy of the city.



**Elephanta Caves:** Situated on Elephanta Island, a short ferry ride from Mumbai, the Elephanta Caves are a UNESCO World Heritage Site. These ancient rock-cut caves date back to the 5th to 8th centuries and house intricate sculptures and carvings, including the famous Trimurti statue.





**Chhatrapati Shivaji Maharaj Terminus (CSMT):** Formerly known as Victoria Terminus, this UNESCO World Heritage Site is a magnificent railway station that showcases Victorian Gothic architecture. It is a bustling transportation hub and a symbol of Mumbai's architectural grandeur.



**Haji Ali Dargah:** Located on a small islet in the Arabian Sea, the Haji Ali Dargah is a renowned Islamic shrine and a fine example of Indo-Islamic architecture. Accessible via a causeway, it attracts people from different faiths who seek solace and spiritual blessings.



**Colaba Causeway:** Located in South Mumbai, Colaba Causeway is a vibrant and bustling street market where you can shop for a wide range of items, including clothing, accessories, handicrafts, and antiques. It's also a great place to indulge in local street food.



**Mahalakshmi Temple:** The Mahalakshmi Temple is an iconic place of interest in Mumbai City, India. Known for its striking architecture and religious significance, the temple attracts both devotees and tourists seeking a spiritual experience and a glimpse into Mumbai's cultural heritage.



**Juhu Beach:** Situated in the western suburbs, Juhu Beach is a popular spot for locals and tourists alike. Enjoy a leisurely stroll along the sandy shore, savor local street food, and catch a beautiful sunset over the Arabian Sea.



**Siddhivinayak Temple:** The Siddhivinayak Temple is a revered place of interest located in Mumbai City, India. Dedicated to Lord Ganesha, the temple is a popular pilgrimage site known for its beautiful architecture and spiritual ambiance, drawing millions of devotees and visitors each year.





**Walkeshwar Temple:** Walkeshwar Temple, situated in Mumbai City, India, is a historic and sacred place of interest. Dedicated to Lord Shiva, the temple's serene location near the Arabian Sea adds to its charm, making it a peaceful destination for both worshippers and tourists seeking spiritual solace.



**Hanging Garden:** Hanging Garden also known as Pherozeshah Mehta Gardens, is a popular place of interest in Mumbai City, India. Perched on the slopes of Malabar Hill, the garden offers breathtaking panoramic views of the Arabian Sea and the city skyline, along with beautifully manicured lawns, vibrant flowerbeds, and intriguing topiary displays, making it a peaceful and scenic spot for locals and tourists to relax and enjoy the serene surroundings.



**Kala Ghoda:** Kala Ghoda is a vibrant and artistic neighborhood in Mumbai City, India, known for its rich cultural heritage and creative atmosphere. With its bustling art galleries, trendy cafes, and annual Kala Ghoda Arts Festival, the area has become a hub for artists, writers, and art enthusiasts, offering a delightful blend of contemporary and traditional art forms.



**The National Gallery of Modern Art:** The National Gallery of Modern Art in Mumbai City is a must-visit place of interest for art enthusiasts. Housed in a stunning heritage building, the gallery showcases an extensive collection of modern and contemporary Indian art, including paintings, sculptures, installations, and more, providing a rich cultural experience and insight into the evolution of Indian art over time.



**Pagoda:** The Global Vipassana Pagoda is a prominent place of interest in Mumbai City, India. This impressive pagoda serves as a symbol of peace and spirituality, offering visitors a serene retreat and an opportunity to learn about Vipassana meditation, a technique taught by Gautama Buddha.



**Byculla Zoo:** Also, called Jijamata Udyaan provides a pleasant escape with its greenery and a variety of animals, making it a family-friendly destination in the heart of the city.





**Bhau Daji Lad Museum:** Bhau Daji Lad Museum, one of the oldest museums in Mumbai, showcasing a diverse collection of art, artefacts, and exhibits related to the city's history and culture.



**Sanjay Gandhi National Park:** Sanjay Gandhi National Park is a sprawling green oasis nestled within the bustling city of Mumbai, India. As one of the largest national parks in the world located within a metropolitan area, it offers a diverse range of attractions, including dense forests, ancient rock formations, a rich variety of flora and fauna, and the awe-inspiring Kanheri Caves, making it a popular destination for nature lovers, hikers, and history enthusiasts alike.



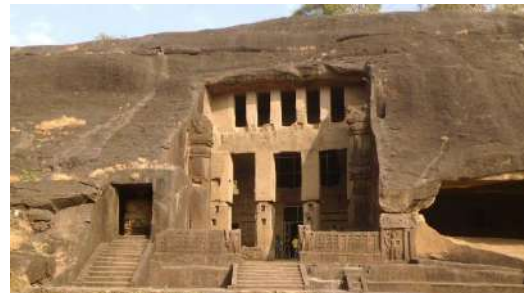
**Nehru Centre:** Nehru Centre is a prominent cultural institution and place of interest in Mumbai City, India. Dedicated to the memory of India's first Prime Minister, Jawaharlal Nehru, the centre hosts various cultural events, exhibitions, and educational programs, making it a hub for art, science, and intellectual exploration.



**Mahakali Caves:** The Mahakali Caves are a group of ancient rock-cut caves located in Mumbai City, India. Dating back to the 1st century BCE, these caves hold significant historical and architectural importance, featuring intricate sculptures and carvings, attracting history enthusiasts and tourists alike.



**Kanneri Caves:** Kanheri Caves, situated within the sprawling Sanjay Gandhi National Park in Mumbai City, are a magnificent network of Buddhist rock-cut caves. Dating back to the 1st century BCE, these caves offer a captivating glimpse into ancient Buddhist architecture, with intricately carved sculptures, prayer halls, and meditation cells.



**Taj Hotel:** The Taj Hotel, located in Mumbai City, is an iconic landmark and a symbol of luxury and grandeur. Overlooking the Arabian Sea, this historic hotel boasts stunning architecture, exquisite interiors, and exceptional hospitality, attracting visitors from around the world who seek a lavish and memorable experience in the heart of Mumbai.



**BMC, Mumbai:** The Brihanmumbai Municipal Corporation (BMC), housed in an impressive heritage building, is a notable place of interest in Mumbai City. Renowned for its unique architecture, the building showcases a blend of colonial and Indian architectural styles, serving as a reminder of Mumbai's rich historical legacy and administrative significance.



**Museum:** The Museum in Mumbai City is a captivating place of interest housed in an old heritage building celebrated for its unique architecture. With its historical charm and distinctive design, the museum serves as a testament to Mumbai's cultural heritage, offering visitors a chance to explore a rich collection of artifacts, artworks, and exhibits that showcase the city's vibrant history and artistic legacy.



## Bollywood Studio



As the hub of the Indian film industry, Mumbai offers the opportunity to take a guided tour of Bollywood studios and gain insights into the world of Indian cinema. Experience the glitz and glamour of the Hindi film industry through this immersive experience.

These are just a few highlights of the many attractions Mumbai has to offer. The city is also home to numerous museums, art galleries, historical landmarks, vibrant markets, and a diverse culinary scene that adds to its charm and appeal. Exploring Mumbai is a delightful journey that showcases the city's unique blend of history, culture, and modernity.

## Tips for coping with your new life at the university

Transitioning to university can be an exciting but challenging experience, so it's important to approach it with a positive mind-set and a proactive approach. Here are some tips to help you make a successful adjustment:

**Orientation:** Attend the university's orientation programs. They are designed to familiarize you with the campus, facilities, academic resources, and student support services. Take advantage of this opportunity to meet fellow students and get to know your surroundings.

**Time Management:** Develop good time management skills early on. University life can be demanding, with classes, assignments, extracurricular activities, and social commitments. Use a planner or digital tools to create a schedule and prioritize your tasks to ensure you stay on top of your responsibilities.

**Academic Support:** Familiarize yourself with the academic support services available on campus, such as tutoring centres, writing labs, or study groups. Don't hesitate to seek help when you need it. Reach out to your professors during their office hours to clarify any doubts or concerns about your coursework.

**Get Involved:** Participate in extracurricular activities and join student clubs or organizations that align with your interests. It's a great way to make new friends, develop leadership skills, and enhance your university experience beyond academics.

**Stay Healthy:** Take care of your physical and mental well-being. Maintain a balanced diet, get regular exercise, and make sure you get enough sleep. Establishing healthy habits early on will help you manage stress and stay focused.

**Connect with Peers:** Build a support network by connecting with your classmates and peers. Attend social events, join study groups, or engage in discussions within your classes. Having a supportive group of friends can make your university experience more enjoyable and help you navigate any challenges that arise.

**Set Realistic Expectations:** University life can be different from what you experienced in high school. Recognize that there may be a learning curve and that it's normal to feel overwhelmed at times. Set realistic expectations for yourself and understand that it's okay to ask for help or make adjustments if needed.

**Seek Guidance:** Take advantage of the resources available to you, such as academic advisors or career counsellors. They can provide guidance on course selection, career planning, internships, and more. Don't hesitate to reach out to them whenever you need assistance.

**Embrace Diversity:** Universities are often diverse and inclusive environments. Embrace the opportunity to interact with people from different backgrounds, cultures, and perspectives. Engaging in respectful discussions and learning from others will broaden your horizons and enrich your educational experience.

**Enjoy the Journey:** University is not just about academics; it's also a time for personal growth and self-discovery. Enjoy the journey and make the most of the opportunities that come your way. Embrace new experiences, be open-minded, and allow yourself to learn and grow both inside and outside the classroom.

Remember, transitioning to university is a process, and it's normal to face challenges along the way. Stay resilient, seek support when needed, and have confidence in your ability to adapt and succeed.

Good luck with your new life at the university!